



# Goodhue County

## Minnesota

### GOODHUE COUNTY HEALTH & HUMAN SERVICES (GCHHS) AGENDA

COUNTY BOARD ROOM  
RED WING, MN

NOVEMBER 21, 2023  
10:30 A.M.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 294 677 034 088  
Passcode: bNzyTk

Or call in (audio only)

+1 872-240-890,,326762190#

Phone Conference ID: 326 762 190#

1. CALL TO ORDER
2. REVIEW AND APPROVE BOARD MEETING AGENDA:
3. REVIEW AND APPROVE PREVIOUS MEETING MINUTES:

Documents:

[OCTOBER 17 2023 HHS BOARD MINUTES.PDF](#)

4. REVIEW AND APPROVE THE FOLLOWING ITEMS ON THE CONSENT AGENDA:

- a. Child Care Approvals

Documents:

[CHILD CARE APPROVALS.PDF](#)

b. PH-Doc Maintenance And Support Contract

Documents:

[PHDOC MAINTENANCE AND SUPPORT CONTRACT.PDF](#)

5. ACTION ITEMS:

a. Accounts Payable

Documents:

[ACCOUNTS PAYABLE.PDF](#)

b. Personnel Requests

Kris Johnson and Nina Arneson

Documents:

[PERSONNEL REQUESTS.PDF](#)

1. Youth Prevention Team Grant

Documents:

[REQUEST PROVISIONAL GRANT PHE AND CHW.PDF](#)

2. Public Health Foundational Funding

Documents:

[REQUEST PLANNER - ANALYST.PDF](#)

6. INFORMATIONAL ITEMS:

a. Hiawatha Valley Mental Health Center Update

Erik Sievers, Executive Director

Documents:

[HVMHC- GOODHUE COUNTY UPDATE.PDF](#)

b. 3rd Quarter 2023 Fiscal Report

Kayla Matter

Documents:

[3RD QTR 2023 FISCAL REPORT FINAL.PDF](#)

7. FYI-MONTHLY REPORTS:

a. Child Protection Report

Documents:

[CHILD PROTECTION REPORT.PDF](#)

b. HHS Staffing Report

Documents:

[HHS STAFFING REPORT.PDF](#)

8. ANNOUNCEMENTS/COMMENTS:

9. ADJOURN

a. Next Meeting Will Be December 19, 2023 At 10:30 A.M.

PROMOTE, STRENGTHEN, AND PROTECT THE HEALTH OF INDIVIDUALS,  
FAMILIES, AND COMMUNITIES

**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES BOARD MEETING  
MINUTES OF OCTOBER 17, 2023**

The Goodhue County Health and Human Services Board convened their regularly scheduled meeting at 10:48 A.M., Tuesday, October 17, 2023, in the Goodhue County Board Room and online via GoToMeeting.

Brad Anderson, Linda Flanders, Todd Greseth, Susan Johnson, Susan Betcher, Jason Majerus and Nina Pagel

STAFF AND OTHERS PRESENT:

Nina Arneson, Kris Johnson, Mike Zorn, Lisa Woodford, Kayla Matter, Ruth Greenslade, and Sarah Matzek

AGENDA:

On a motion by J. Majerus and seconded by L. Flanders, the Board approved the October 17, 2023, Agenda.

MEETING MINUTES:

On a motion by L. Flanders and seconded by J. Majerus, the Board approved the Minutes of the H&HS Board Meeting on September 19, 2023.

CONSENT AGENDA:

On a motion by T. Greseth and seconded by S. Johnson, the Board approved all items on the consent agenda.

ACTION ITEMS:

On a motion by J. Majerus and seconded by L. Flanders, the Board approved payment of all accounts as presented.

INFORMATIONAL ITEMS:

Goodhue County Opioid Presentation by Kris Johnson

Goodhue County Health & Human Services Board  
Meeting Minutes of October 17, 2023

FYI & REPORTS:

Child Protection Report  
HHS Staffing Report  
Community Flu Shot Clinics 2023

ANNOUNCEMENTS/COMMENTS:

ADJOURN:

On a motion by S. Johnson and seconded by T. Greseth, the Board approved adjournment of this session of the Health & Human Services Board Meeting at or around 11:45 am.

DRAFT

**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES (HHS)**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	November 21, 2023	<b>Staff Lead:</b>	Katie Quinn
<b>Consent Agenda:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Attachments:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Action Requested:</b>	Approve Child Care Licensure Actions		

**BACKGROUND:**

**Child Care Relicensures:**

- Jacklyn Schiell                                      Zumbrota
- Karen Nowariak                                     Red Wing
- Heidi Serna & Ashley Laduke                 Red Wing

**Child Care Licensures:**

Number of Licensed Family Child Care Homes: 65

**RECOMMENDATION:** Goodhue County HHS Department recommends approval of the above.



**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES (GCHHS)**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	November 21, 2023	<b>Staff Lead:</b>	Brooke Hawkenson
<b>Consent Agenda:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Attachments:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Action Requested:</b>	Approve Renewal of PH-Doc Maintenance and Support Contract		

**BACKGROUND:**

[PH-Doc](#) is a public health documentation software for local public health agencies across Minnesota. PH-Doc is owned and designed by local public health agencies. Minnesota Counties Computer Cooperative (MCCC) is our managing entity for the County owners/users of PH-Doc. Avenu is the vendor contracted to provide maintenance, support, development, and training services. The Public Health Division at GCHHS uses PHDoc for our electronic documentation system, and have been using it over 15 years. There are 37 agencies / counties that are a part of this contract between Avenu and MCCC.

This contract renewal is for January 1, 2024 – December 31, 2026 unless otherwise extended or terminated by the parties in accordance with the provisions of this agreement. This agreement will automatically be extended for up to two additional one year periods (January 1, 2027, through December 31, 2027, and January 1, 2028 through December 31, 2028) unless either party delivers written notice to the other party of an intention not to renew at least one (1) year prior to the then current expiration of the Agreement. The cost of maintenance is \$26,480, and this is included in our budget.

**RECOMMENDATION:** Goodhue County HHS Department recommends approval as requested.

## BOARD RATIFICATION STATEMENT

The Board of Goodhue County HHS has ratified the PH-DOC MAINTENANCE AND SUPPORT AGREEMENT between Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative (MnCCC) on behalf of the Community Health Services (CHS) User Group for the maintenance and support of the PH-Doc Software. The Agreement will be effective January 1, 2024 through December 31, 2026 with up to two automatic additional one-year extensions unless the CHS User Group votes not to extend the contract and requires MnCCC to provide at least one-year notice to Avenu. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this project.

Signed: \_\_\_\_\_

Board Chair

Date: 11/21/2023

Attest: \_\_\_\_\_

Title: HHS Director

Date: 11/21/2023



# PH-DOC MAINTENANCE AND SUPPORT AGREEMENT

**Avenu Insights & Analytics, LLC**

**Minnesota Counties Computer Cooperative**

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This Public Health Documentation System (“PH-Doc”) Maintenance and Support Agreement (this “Agreement”) is made and jointly entered into by and between the Minnesota Counties Computer Cooperative (“MnCCC”) by and through the MnCCC Board located at 100 Empire Drive Suite 201, St Paul, MN 55103 (hereinafter referred to as “Purchaser”), and Avenu Insights & Analytics, LLC located at 5860 Trinity Parkway, Suite 120, Centreville, VA 20120 (hereinafter referred to as “Vendor”).

WHEREAS, the Purchaser requires **Software Support** and services to be provided for PH - Doc and the members of the PH-Doc user group, as further described in Exhibit A.

WHEREAS, Vendor desires to and is capable of providing the necessary software/services/materials/goods/equipment as stated in Exhibit A, and

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein the parties agree as follows:

## **1. CONTRACT TERM/DURATION**

This Agreement shall be effective on January 1, 2024, and shall continue through December 31, 2026, unless otherwise extended or terminated by the parties in accordance with the provisions of this Agreement (“Term”). This Agreement will automatically be extended for up to two additional one year periods (January 1, 2027, through December 31, 2027, and January 1, 2028 through December 31, 2028) unless either party delivers written notice to the other party of an intention not to renew at least one (1) year prior to the then current expiration of the Agreement.

## **2. VENDOR'S OBLIGATIONS**

General Description. Vendor shall provide maintenance and support for the Software as described in Exhibit A. Purchaser will pay Vendor in accordance with the service fees set forth in Exhibit B (User Group & Service Fees). Both Exhibit A and Exhibit B are attached to and incorporated into this Agreement.

**3. Prices.** Vendor represents and warrants that any and all prices set forth in this Agreement and any and all prices in addition which Vendor may charge under the terms of this Agreement do not and will not violate any existing Federal, State or Municipal law or regulation concerning price discrimination, price fixing and/or any other illegal conduct. Vendor agrees to indemnify, exonerate, and hold Purchaser harmless from any such violation now and throughout the term of this Agreement. Prices quoted shall not be subject to increase, beyond the increases specifically identified in this Agreement, throughout the period of time covered by this Agreement unless specifically agreed to by the parties in writing.

3.1 For the contract year, January 1, 2024 amount will be \$1,017, 236.00.

- 3.2 CPI. Beginning January 1, 2025, the annual increase for each calendar year will be established by the following formula:

CPI-U is the Consumer Price Index for All Urban Consumers published monthly by the United States Bureau of Labor Statistics (BLS). The "Inflation Amount" for purposes of this Agreement will be the "Percent change from previous, Annual avg." for the last full calendar year published by the BLS as of June 1 of the year immediately preceding the applicable calendar year as set forth in the monthly CPI Detailed Report under Table 24, Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items. The annual increase for each calendar year will be the Inflation Amount+ 1% (the "Adjustment Percentage"), not to exceed 6%.

Examples: To set the Inflation Amount for 2020, the "Percent change from previous, Annual avg." published as of June 1, 2019, for the full year of 2018, will be used. The Adjustment Percentage for 2020 will be the Inflation Amount+ 1 %. To set the Inflation Amount for 2021, the "Percent change from previous, Annual avg." published as of June 1, 2020, for the full year of 2019, will be used. The Adjustment Percentage for 2021 will be the Inflation Amount+ 1 %, not to exceed 6%.

**Each year, the Adjustment Percentage will be set during the CHS user group annual meeting held in June, six (6) months prior to the beginning of the next calendar year.**

If the Inflation Amount in 2024 or beyond is less than -1 % or greater than 5%, Vendor and Purchaser will mutually agree in writing upon an equitable Adjustment Percentage prior to the **CHS user group meeting in June** where the Adjustment Percentage is set for the following year. If Vendor and Purchaser cannot agree on an Adjustment Percentage prior to the June CHS meeting, the Adjustment Percentage will be the Inflation Amount+ 1 %, not to exceed 6%.

#### 4.

- 4.1 Implementation. Vendor shall complete the requirements of this Agreement in accordance with the Statement of Work (hereinafter referred to as Exhibit A).
- 4.2 Conformance to Specifications. Vendor shall perform its obligations under this Agreement so as to meet or exceed the standards and specifications set out in Exhibit A.
- 4.3 Timeliness.
- a. Time is of the essence, and the failure of Vendor to deliver the specified goods, services and/or other deliverable or work product in accordance with Exhibit A shall constitute a material breach of this Agreement, which shall entitle Purchaser to terminate this Agreement by delivery of written notice to Vendor; provided, however, Vendor will have a period of not less than thirty (30) days from receipt of notice of material breach to cure the breach before Purchaser may terminate this Agreement.
  - b. It is understood and acknowledged by the parties to this Agreement that in the course of this project Exhibit A may be amended from time to time, upon consultation and written agreement of the parties. Notwithstanding this, it is understood that time is of the essence with regard to the Vendor's performance of obligations under this Agreement and the Vendor is expected to diligently proceed with completion of all such obligations in

accordance with the then-current Exhibit A.

- c. Vendor expressly agrees that extension of time will not be granted for delays caused by Vendor or Vendor's staff, such as equipment breakdown, inadequate or insufficient staff, failure of Vendor to place orders for equipment or materials or permits or licenses sufficiently in advance to insure delivery when needed, or other causes reasonably within Vendor's control. Vendor further agrees that it will not be allowed extra compensation for costs incurred by it because of accelerated operations to maintain Exhibit A. Vendor agrees that the prices named in this Agreement include allowance for all hindrances and delays from any cause during the performance of the work.

#### 4.4 Reports/Evaluations

- a. In order to assist Purchaser in its obligation to evaluate and monitor Vendor's performance, Vendor shall allow personnel of Purchaser access to the work site.
- b. Vendor shall maintain and upon request furnish Purchaser with program and financial information, including evaluation and performance criteria and reports which are reasonably required for effective administration and evaluation of services.
- c. Vendor shall, upon reasonable notice, meet with Purchaser's personnel to assist Purchaser in evaluation of services and performance under this Agreement.

4.5 Vendor's Personnel. Vendor shall provide Purchaser with such information regarding the qualifications of its staff, including professionals, volunteers, and others, as is required by Purchaser to verify that present and subsequent services are being rendered by competent, trained, and properly licensed or certified personnel.

4.6 Vendor shall comply with the Minnesota Government Data Practices Act (Mn. Stats. Chapter 13), and all other federal, Minnesota and local laws and ordinances and regulations applicable to its obligations under this Agreement.

#### 4.7 Indemnification.

- a. Any and all claims that arise or may arise against Vendor, its agents, servants or employees as a consequence of any act or omission on the part of Vendor or its agents, servants, or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of Purchaser (MnCCC) or its participating members. Vendor shall indemnify, hold harmless and defend Purchaser and its members, and their respective agents, officers, employees and other representatives against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which Purchaser, its agents, officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of

any negligent act or omission of Vendor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Agreement.

- b. Vendor warrants and represents that any data or programs provided to MnCCC shall be original, copyrightable works of authorship created by Vendor and its employees, and shall be free, at the time of shipment, of any computer virus, malware or other disabling code. "Virus and malware" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent (the "Virus"). Vendor shall indemnify and hold MnCCC harmless from all losses, damages, judgments, settlements, attorney's fees, costs and expenses incurred by MnCCC as a result of any conflicting ownership claims and/or resulting from any Virus introduced by Vendor, and shall indemnify MnCCC for the resultant cost of: (i) curtailing the spread of said Virus; (ii) correction of all affected system(s) used for the benefit of MnCCC (and temporary replacement of those affected system(s) which can be corrected during period of correction). In addition, Vendor shall, at its option, immediately replace all system(s) which cannot be corrected or cured within a reasonable period of time or shall immediately reestablish the affected system(s) to be functionally equivalent to that which existed prior to the introduction of the Virus.

- 4.8 Designated Representative. Vendor designates Mary Thompson as Vendor's representative with respect to this Agreement, such person(s) shall have complete authority to transmit instructions, receive information, interpret and define the Vendor's policies and decisions with respect to services covered by this Agreement.
- 4.9 Vendor shall not enter into any subcontract for performance of any services contemplated under this agreement, nor assign any interest in the agreement without the prior written approval of the Purchaser. Any assignment may be made subject to such conditions and provisions as the Purchaser may impose. If specifically authorized by the Purchaser, Vendor is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425. Vendor shall be responsible for prompt payment to all subcontractors, within thirty (30) days.
- 4.10 Insurance Vendor shall furnish Purchaser an original standard ACORD form type certificate of insurance for any type of insurance required to be carried by Vendor under this Agreement, or required in order to comply with any State or federal law or regulation applicable to this Agreement before work commences. Insurance must be authorized to do business in the State of Minnesota. The certificate of coverage must be provided to Purchaser within thirty (30) days after the Effective Date or prior to commencement of any work covered by that insurance under this Agreement, whichever occurs first. Vendor shall provide at least ten (10) business day's prior written notice to Purchaser of any pending or proposed cancellation and shall include Purchaser and User Group members as additional insureds for claims caused by the negligent acts or omissions of Vendor in relation to commercial general liability and business automobile liability, which may be met through a blanket additional insured basis. Purchaser shall have the right to terminate this Agreement with notice and pursue available legal remedies if Vendor does not provide the required ACORD certificates, or is otherwise not in compliance with the insurance requirements in this Section, Vendor shall require its agents and subcontractors to also carry and maintain the insurance required under this Section.

Specifically, unless otherwise required by law or regulation, Vendor shall maintain

and furnish satisfactory evidence of the following insurance coverage, standards, and rights:

(a) Workers' Compensation Insurance: Vendor will provide Workers' Compensation insurance for all Vendor employees and, in case any work is subcontracted, Vendor will require each subcontractor to provide any applicable required Workers Compensation insurance in accordance with the statutory requirements of the state of Minnesota. Employer's Liability Coverage minimum limits shall be in each case, the greater of the minimum coverage requirements of Minnesota law, or any of the following:

- a. Bodily Injury by Accident: \$500,000 each accident.
- b. Bodily Injury by Disease: \$500,000 each employee.
- c. Bodily Injury by Disease: \$500,000 policy limit.

(b) Commercial General Liability: Vendor will maintain insurance protecting Vendor and Purchaser from claims for damages for bodily injury, including death, as well as from claims for property damage including loss of use which may arise from operations under this Agreement, by Vendor employees providing services under this Agreement. Unless otherwise specified within this Agreement, the Vendor insurance minimum amounts will be \$1,500,000 per occurrence and \$3,000,000 general aggregate - combined single limit. In addition, the coverage for bodily injury and property damage, products and completed operations liability, blanket contractual liability, and personal and advertising injury should be included,

(c) Commercial Automobile Liability: If any business vehicles are used by Vendor for business purposes during this Agreement, Vendor will maintain business automobile liability insurance, Unless otherwise specified within this Agreement, the minimum insurance coverage amount for Commercial Automobile Liability will be one million and five hundred thousand dollars ( \$1,500,000) per accident or occurrence combined single limit for bodily injury and property damage, In addition, the coverage for owned, hired, and non-owned vehicles should be included.

(d) Professional Errors and Omissions Liability Insurance: Unless otherwise specified within this Agreement, Vendor insurance minimum limits will be as \$2,000,000 per claim and \$4,000,000 annual aggregate. This coverage shall include loss, due to the negligent acts, errors, or omissions of Vendor in providing the Services.

(e) Vendor must include legal defense within the liability policy limits; and shall obtain insurance policies from an insurance company having an "AM BEST" rating of A-VIII or better,

4. 11 INDEPENDENT PARTIES, This Agreement shall not constitute, create, give effect to, or otherwise imply a joint venture, partnership, or other business organization of any kind. Vendor and Purchaser are independent parties and neither shall act as an agent for or partner of the other party for any purpose, and the employees and agents of the independent parties shall not be deemed the employees or agents of the other. Each party shall be solely responsible for its own debts and payment of all compensation owed to its employees, including payment of any taxes related to employment and workers' compensation insurance. Each party shall be solely responsible for payments to any lower-tier subcontractors, consultants, or other persons providing goods or services to that party. Each party shall be responsible for its own federal, state, and local income, sales, use, and other taxes, Nothing in this Agreement shall give either party any right to make commitments of any kind for or on behalf of the other without the prior written consent of the other party. Purchaser and Vendor explicitly understand and agree that the members of the User Group are not parties to this Agreement, but that the members of the User Group are the intended recipients and third-party beneficiaries of the Services.

**5. PURCHASER'S OBLIGATIONS**

- 5.1 Purchaser shall provide full information as to requirements for the project.
- 5.2 Purchaser shall assist the Vendor by placing at its disposal all available written public data pertinent to the project, including existing reports and other public data affecting the project.
- 5.3 Purchaser shall guarantee access to the project site and make all provisions for the Vendor to enter upon public property as required by the Vendor to perform the services under this Agreement.
- 5.4 Purchaser shall give prompt written notice to the Vendor whenever the Purchaser observes or otherwise becomes aware of any defect in the project.
- 5.5 Purchaser shall act promptly on all studies, reports, proposals and other documents presented by the Vendor for approval and authorization.
- 5.6 Any liability of Purchaser or its participating members shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws. Nothing in this Agreement shall constitute a waiver by Purchaser of any immunities, limitations, exclusions, defenses, statute of limitations or exceptions on liability.
- 5.7 Designated Representative. Purchaser designates MnCCC Executive Director, as Purchaser's initial representative with respect to the Vendor's services to be performed under this Agreement; such person shall have complete authority to transmit instructions, receive information, interpret and define the Purchaser's policies and decisions with respect to products and services covered by this Agreement. Purchaser's representative shall be free at any time to appoint a successor and/or to delegate certain duties or responsibilities hereunder, by providing Vendor with written notice thereof.
- 5.8 Purchaser agrees to arrange for, coordinate, and assist authorized Vendor personnel (and third parties authorized by Vendor) access to Purchaser and User Group member physical facilities (including data processing facilities) and data communications infrastructure, as well as Purchaser and User Group member information, data, and other resources that are necessary or reasonably appropriate to permit Vendor to perform the Services. Access to resources shall include Purchaser and User Group member professional personnel, administrative personnel, and other employees at reasonable times and hours. The Purchaser, upon request by the Vendor, will attempt to resolve any access issues.
- 5.9 Purchaser agree to consider and evaluate network and operating system environment updates to the current version reasonably recommended by the Vendor for provision of the Services. Vendor may provide recommendations to Purchaser regarding upgrading network and operating system environments; however any upgrade to the network or operating system environments will be determined by Purchaser. Proposed upgrades to the network and operating systems environments will be determined by Purchaser in its sole discretion and no decision will adversely impact Agreement pricing and/or the scope of services to be provided.
- 5.10 Purchaser agrees to cooperate with Vendor as more specifically set forth in Exhibit A as required or reasonably necessary for Vendor to perform the Services. The parties understand and agree that the failure of Vendor to perform the Services with respect to any member of the user group that is

caused, in whole or in part, by the inability of Vendor to gain access to the facilities, personnel, or data of a User Group member (as required under this section or Exhibit A) shall not be deemed to be a default under Section 4 of this agreement

- 5.11 Each party shall designate a Project Manager who will have the lead responsibility for coordinating the Services, including communication with the other and other activities as more specifically set forth in Exhibit A.

## 6. CONFLICTING TERMS

- 6.1 If there is any conflict between this Agreement and Exhibit A, this Agreement shall govern.
- 6.2 Vendor shall promptly notify Purchaser of any discrepancy between this Agreement and Exhibit A, and any conditions at the site, or any errors, or omissions, or instructions, which may be discovered in the course of the work. Purchaser will make a determination in writing whether any error or discrepancy exists, and shall advise Vendor whether any such proposed adjustment or work is included in the Services provided hereunder or is provided at the Vendor's own risk and expense.

## 7. WARRANTIES/GUARANTEES

Vendor warrants that the Services will be performed by Vendor in a lawful (including compliance with all applicable federal and Minnesota statutes and regulations), professional, and workmanlike manner, using personnel generally deemed acceptable in the information technology industry to perform the Services that those Vendor personnel are assigned to perform. Purchaser may request that Vendor remove and replace any Vendor personnel providing Services if, in the reasonable opinion of Purchaser with reasons provided to Vendor, those Vendor personnel do not possess the skills and experience necessary to provide that portion of the Services in which those personnel are engaged or are otherwise unsuitable. If, after discussion with Vendor and an opportunity for remediation (except in extreme circumstances), Purchaser determines that the Vendor personnel should be replaced, Vendor will promptly replace the affected personnel at no cost to Purchaser.

**EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, VENDOR DISCLAIMS ALL WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, ANY EXPRESS WARRANTIES NOT INCORPORATED INTO THIS AGREEMENT AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IMPOSED BY LAW OR WHICH COULD OTHERWISE ARISE IN CONNECTION WITH PERFORMANCE BY VENDOR UNDER THIS AGREEMENT.**

## 8. PAYMENT

- 8.1 Compensation. Purchaser shall pay for Software Programs and Annual Service Agreements at the rates specified Exhibit B.
- 8.2 Invoices for System Maintenance and Support Services. Vendor will issue invoices to Purchaser in advance for the following calendar quarter in connection with support and maintenance services. Each invoice will be issued during the first week of the month immediately prior to the beginning of each quarterly period (December for the first quarter, March for the second quarter, June for the third quarter, and September for the fourth quarter), and will set forth the quarterly fee for all maintenance and support charges.

8.3 Invoices for Change Request Services. Vendor shall, within fifteen (15) working days following the last day of each month that additional services were provided, submit an invoice and request for payment on an invoice form acceptable to Purchaser. Vendor shall, within fifteen (15) working days following the acceptance of any milestone deliverables, submit an invoice and request for payment on an invoice form acceptable to Purchaser.

The invoice shall itemize the following:

- 1) the hours of services or Software Programs rendered, listed by classification;
- 2) the date such services were provided;
- 3) a general description of the Products or Services provided;
- 4) the name of client receiving services;
- 5) the amount and type of all reimbursable expenses being charged; and
- 6) the dates of the performance period covered by the invoice.

8.4 Time of Payment. Purchaser shall, after acceptance, make payment to Vendor within thirty (30) days from the dates specified in Exhibit B. If the invoice is incorrect, or there is an issue with acceptance, defects, or some item is otherwise improper, Purchaser will notify Vendor within ten (10) days of receipt and/or testing. Purchaser shall in such case, make payment within thirty (30) days of correction and receipt of the corrected invoice from Vendor.

8.5 Right to Withhold Payment. Purchaser may withhold payment of the whole or part of any amount due to or claimed by the Vendor to such extent as may be necessary to protect Purchaser from loss on account of:

- a. defective work not remedied or guarantees not met;
- b. failure of Vendor to complete any part of its work in accordance with any identified Milestone(s), binding agreement and/or completion schedules established in or made a part of this Agreement;
- c. claims filed or reasonable evidence indicating probable filing of claims; and/or
- d. damage to another Vendor.

In the event Purchaser withholds payment, then no interest or other penalty shall accrue against Purchaser for non-payment of disputed claims.

8.6 Required System Revisions. Any required system development, revision or conversion effort will be performed in accordance with predetermined, pre-approved in writing and uniformly applied work plans. In the event Vendor is notified of specific deficiencies, which prevent acceptance of work completed, required changes will be determined in accordance with the following guidelines:

Purchaser shall bear all costs of modifications necessitated by Purchaser's revision of system requirements, as requested by Purchaser in writing, but only to the extent such costs represent additional Vendor effort, as approved by User Group.

8.7 Unauthorized Claims. Purchaser shall not pay any claim which is not specifically authorized by this Agreement. Payment of a claim shall not preclude Purchaser from questioning the propriety of the claim. Purchaser reserves the right to offset any overpayment or disallowance of claim by reducing future payments.

8.8 Payment Upon Early Termination. In the event this Agreement is terminated before the completion of services, Purchaser shall pay Vendor for services provided in a



satisfactory manner, a sum based upon the actual time spent on a prorated basis, less any credits or offsets for damages attributable to Vendor's performance and/or its failure to perform as agreed.

#### **9. PAYMENT LIMITATION DUE TO NON-APPROPRIATION OF FUNDS**

Non-appropriation. Notwithstanding any provision to the contrary, this Agreement may be immediately terminated by either party in the event sufficient funds from MnCCC, State, or Federal sources are not appropriated, obtained and continued at least at the level relied on for the performance of this Agreement, and the non-appropriation of funds did not result from any act of bad faith on the part of Purchaser (MnCCC). In the event of such termination, Vendor shall be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed.

#### **10. CONTRACT ASSIGNMENT**

Vendor shall not assign nor transfer or delegate any right or obligation under this Agreement without the prior written consent of Purchaser.

#### **11. INDEPENDENT VENDOR STATUS**

At all times and for all purposes hereunder, Vendor shall be an independent contractor and is not an employee of Purchaser (MnCCC) for any purpose. No statement contained in this Agreement shall be construed so as to find Vendor, its assigns, employees, or servants, to be an employee of Purchaser, and they shall not be entitled to any of the rights, privileges, or benefits of employees of Purchaser, including, but not limited to, wages, benefits, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims, which shall all be the sole liability of Vendor.

#### **12. OWNERSHIP, PROPRIETARY CONSIDERATIONS AND DATA SECURITY**

Vendor agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all Purchaser/Vendor documentation as would conform with actual Agreement language for this project pertaining to the system design to avoid pirating or any other unauthorized misuse of Purchaser's confidential information and subsequent software license disputes. Purchaser shall solely own any data, databases, custom Software Programs, interfaces or other deliverables as work product developed under this Agreement, and Vendor hereby irrevocably assigns and conveys full title therein to Purchaser and its successors and assigns.

12.1 Except for Vendor's internal work papers, Purchaser and Vendor agree that all materials and information developed under this Agreement shall become the sole property of Purchaser.

12.2 Any materials and information not developed under this Agreement, which Vendor considers to be proprietary and confidential, shall be plainly and prominently marked by Vendor as "Trade Secret", "Proprietary", or "Confidential", and shall not be utilized or incorporated into any Software, work product or other deliverable hereunder, except with Purchaser's prior written consent, and provision to Purchaser of a perpetual paid-up, royalty free, transferable, sublicensable, and unrestricted license to use such materials and information in connection with the Software or other deliverables and work product of Purchaser to be developed hereunder.

12.3 Purchaser will use reasonable means to ensure that Vendor's confidential information is safeguarded and held in confidence. Purchaser agrees not to reproduce or distribute Vendor's proprietary material to non-Purchaser agencies

without prior written permission from Vendor and/or as part of licensed use as provided in Section 12.2 above. Purchaser's obligation pursuant to this Article shall not apply to any material, data or information not plainly and prominently marked with the restrictive legends as set forth in subsection b, above.

- 12.4 Vendor agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of Purchaser. Vendor further agrees to follow all applicable state and federal laws, rules and policies.
- 12.5 Vendor shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in computer systems of Purchaser's licensed users, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by Purchaser, without express written authorization of Purchaser. The provisions 10.4, 10.5, and 10.6, shall survive the expiration or other termination of this Agreement.

### **13. PROGRAM LEVEL DOCUMENTATION & SOURCE CODE PROTECTION**

Vendor acknowledges and agrees that program level documentation, including source code is required to support Vendor's application software developed pursuant to this Agreement, and that Purchaser needs to be insured the on-going ability to access and maintain the application programs. Accordingly, Vendor shall provide the Purchaser with a copy of a current version of the proposed system source code upon Purchaser's acceptance of each deliverable as specified in Exhibit A, and otherwise within twenty (20) business days of Purchaser's written request.

### **14. CHANGE ORDERS**

Without invalidating this Agreement, Purchaser may order changes in the work, including additions, modifications, or deletions. Price and time will be adjusted accordingly as the parties may agree. All such changes in the work shall be in writing and signed by the Vendor and Purchaser and attached to the Agreement. The Vendor must not provide work that is not specified in the Agreement without first obtaining a signed change order.

### **15. TERMINATION OF AGREEMENT**

- 15.1 Termination for Insolvency. Purchaser may, upon service of Notice of Termination on Vendor, terminate this Agreement immediately in the event of the insolvency of Vendor. Vendor shall be deemed to be insolvent if:
  - 1) Vendor has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition for bankruptcy has been filed, and whether or not insolvent within the meaning of the Federal Bankruptcy Law; or
  - 2) a voluntary petition to have Vendor declared bankrupt has been filed; or
  - 3) a Receiver or Trustee for Vendor has been appointed; or
  - 4) Vendor has executed a general assignment for the benefit of creditors.
- 15.2 Termination for Nonperformance. Purchaser may terminate all or any part of this Agreement following service of written Notice of Termination on Vendor for nonperformance of this Agreement under the following circumstances:

Vendor fails to perform any of the provisions of this Agreement; or

Vendor fails to perform installation of the software or equipment or fails to perform services under this Agreement within the time specified in this Agreement (or as specified in any authorized extension thereof); or

Vendor so fails to make progress as to endanger performance of this Agreement in accordance with this Agreement's terms.

Before Purchaser can terminate this Agreement for nonperformance, Purchaser must provide Vendor an opportunity to cure such failure(s) within a period of thirty (30) days (or such longer period as Purchaser may authorize in writing) after receipt of Notice of Termination from Purchaser.

## **16. PROCEDURE UPON TERMINATION**

After Vendor receives a Notice of Termination, except as otherwise directed by Purchaser, Vendor shall:

- 1) Stop work under this Agreement on the date and to the extent specified in the Notice of Termination; and
- 2) Reconfirm and document the transfer of title, and deliver to Purchaser all completed work and work in process; and
- 3) Complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and
- 4) Vendor shall submit to Purchaser, in the form and with any certifications as may be prescribed by Purchaser, its proposed final invoice. Such invoice shall be submitted promptly, but in no event later than three (3) months from the date of termination specified in the Notice of Termination. Said final invoice is subject to provisions 6 and 7 of this Agreement.
- 5) In the event Vendor fails to submit its final invoice, Purchaser may determine, based upon the information available to Purchaser, the amount, if any, due to Vendor and such determination shall be final.
- 6) Vendor shall provide Purchaser with current copy of all software and source code upon termination. After data is provided, Vendor shall be required to delete all Purchaser proprietary data, including software source code, and documents.

## **17. REMEDIES**

In the event Purchaser terminates this Agreement in whole or in part due to Vendor's failure to perform, insolvency or breach, Purchaser may (following any agreed upon period of time for Vendor to cure) procure, upon such terms and in such manner as Purchaser may deem appropriate, products and/or services similar to those so terminated, and Vendor shall be liable to Purchaser for any excess costs for such similar goods or services. Vendor shall continue the performance of this Agreement of and to the extent not terminated. If this contract is terminated for Default for Nonperformance, the Vendor will provide Purchaser will all source code developed prior to default.

The rights and remedies of Purchaser provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

Failure or neglect of the Purchaser to require compliance with any term or condition of this

Agreement shall not be deemed a waiver of such term or condition.

**18. GOVERNING LAW; JURISDICTION AND VENUE**

This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the privileges of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Ramsey, and Vendor hereby irrevocably submits for the jurisdiction and venue of such courts.

**19. DOCUMENTS**

It is specifically agreed to by and between the parties that this Agreement also includes the following document incorporated by reference herein:

**Exhibit A (Statement of Work)**

**Exhibit B (User Group & Service Fees)**

**20. NOTICES**

All notices or demands required or permitted to be given or made hereunder shall be in writing and shall be deemed to have been given if made by hand delivery with signed receipt, or when mailed by first class registered or certified mail, postage prepaid, addressed to Purchaser and Vendor at their respective addresses designated below.

MnCCC  
100 Empire Drive Suite 201  
St. Paul, MN 55103

Avenu Insights & Analytics, LLC  
5860 Trinity Parkway, Suite 120  
Centreville, VA 20120

**21. FORCE MAJEURE.**

Neither party will be liable for any failure or delay in the performance of its obligations under this Agreement, if any, to the extent that failure is caused, directly or indirectly, without fault by the party, by fire, flood, earthquake, extreme weather, elements of nature or acts of God; labor disruptions or strikes; acts of war, terrorism, riots, civil disorders, rebellions or revolutions; quarantines, embargoes, or other governmental action; or any other cause beyond the reasonable control of the non-performing party. Any event meeting one or more of these criteria is referred to in this Agreement as a "force majeure event."

Upon the occurrence of a force majeure event, the non-performing party will be excused from any further performance or observance of the affected obligation(s) for as long as the force majeure circumstances prevail and that party continues to attempt to recommence performance to the extent possible without delay. Any party delayed in performance by a force majeure event will immediately notify the other party by telephone or other means (to be confirmed in writing within five (5) business days after initial notification) and describe in reasonable detail the circumstances causing the delay. Any force majeure event asserted by a non-performing party that remains in effect for more than thirty (30) days may require the parties to equitably modify Exhibit A to account for any delay caused by a force majeure event. Either party may terminate this Agreement without penalty in the event that the other party's performance is delayed for sixty (60) days or more by a force majeure event.


**22. LIMITATION OF LIABILITY.**

Except for liability related to infringement of intellectual property rights, MGDPA, or other violations of applicable federal or Minnesota law, or liability for tort claims resulting in bodily injury or real or tangible personal property damage, or for any claims based on gross negligence or any reckless or willful act or omission as adjudged by a court of competent jurisdiction, **NEITHER PARTY SHALL BE LIABLE, UNDER ANY CIRCUMSTANCES FOR ANY ANTICIPATORY OR LOST PROFIT, SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, INCIDENTAL, OR INDIRECT DAMAGES OF ANY KIND (COLLECTIVELY "NON-DIRECT DAMAGES") RESULTING FROM THE PERFORMANCE OR NON-PERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT EVEN IF THOSE NON-DIRECT DAMAGES ARE ATTRIBUTED TO BREACH OF THIS AGREEMENT, TORT, NEGLIGENCE, OR OTHER CAUSE; OR EVEN IF UNDER APPLICABLE LAW THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF NON-DIRECT DAMAGES.**

**IN ADDITION, THE TOTAL CUMULATIVE, AGGREGATE LIABILITY OF VENDOR TO PURCHASER FOR ANY AND ALL CLAIMS, DAMAGES, CAUSES OF ACTION, EXPENSES OF ACTION, AND LIABILITIES OF ANY KIND, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED DOUBLE THE AMOUNT OF THE MOST RECENT ANNUAL FEE FOR SERVICES RECEIVED BY VENDOR UNDER THIS AGREEMENT. IN ADDITION, THE TOTAL CUMULATIVE, AGGREGATE LIABILITY OF PURCHASER TO VENDOR FOR ANY AND ALL CLAIMS, DAMAGES, CAUSES OF ACTION, EXPENSES OF ACTION, AND LIABILITIES OF ANY KIND, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED THE TOTAL AMOUNT PAID TO (OR INVOICED AND UNPAID) TO VENDOR FOR PRODUCTS OR SERVICES PROVIDED TO AND ACCEPTED BY PURCHASER UNDER THIS AGREEMENT.**

**IN WITNESS WHEREOF**, the agreements and covenants contained in this Agreement, Purchaser by resolution of its Board has caused this Agreement to be signed in duplicate and/or counterpart originals, all of which when taken together shall constitute a single original agreement, by the Chair of said Board as of the 25 day of October, 2023, and as executed and agreed by Vendor, each warranting that they are empowered and authorized to execute the same.

**Avenu Insights & Analytics, LLC**

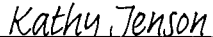
By:  James Barkman (Oct 30, 2023 08:05 EDT)

Name: James Barkman

Title: Chief Financial Officer

Date: 10/30/2023

**Minnesota Counties Computer Cooperative**

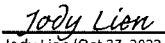
By:  Kathy Jenson (Oct 27, 2023 10:24 CDT)

Name: Kathy Jenson

Title: MnCCC Board Chair

Date: October 27, 2023

**Minnesota Counties Computer Cooperative**

By:  Jody Lien (Oct 27, 2023 10:26 CDT)

Name: Jody Lien

Title: CHS User Group Chair

Date: 10/27/2023

**Minnesota Counties Computer Cooperative**

By:  Lisa C. Meredith (Oct 27, 2023 13:39 CDT)

Name: Lisa C. Meredith

Title: Executive Director

Date: 10/27/2023

## Exhibit A Statement of Work

### 1. Services and System Components Supported

- A. Under this Agreement, Avenu will provide the Services described in this Schedule A to the MnCCC and the members of the CHS User Group.
- B. As part of Maintenance, Avenu shall support and maintain the following parts of the System:
  - a) Dailies — time management/reporting system
  - b) Electronic chart records for the following:
    - Individuals — documents services provided to clients
    - Employees — documents immunizations, certifications, reviews
    - Organizations — documents inspections, investigations, licensing
    - Community Events — documents planning, education, health fairs, clinics, outbreaks.
  - c) Referrals In/Out Processing
  - d) Medicare processing including Outcome and Assessment Information Set ("OASIS") assessments.
  - e) Orders Processing
  - f) Medications including interfaces with RxTerms (a drug interface terminology derived from RxNorm code system from the National Library of Medicine) and PEPID (a Medical Information Resources company) for medication reconciliation and drug interactions
  - g) Allergy reconciliation based on most common products based on the RxNorm code system
  - h) Payroll Processing
    - a. Electronic timecard functionality which includes timecard verification, expense
    - b. authorization and file export to CGI Payroll System
  - i) Immunizations
    - a. Inventory
    - b. Immunization Reporting
  - j) Environmental Health Processing
    - for the assessment, licensing, and tracking establishments in core PH-Doc
    - license billing
    - Environmental Health Inspection web application
  - k) Reporting for federal, state mandated, managerial, and outcomes including
    - a. sql builder for custom queries
    - b. Population groups for identifying groups of clients, employees, organizations, and community events for outcome reporting

- c. Chart audit trails for users showing charts accessed and audit logging for chart changes
- l) Supervisor Review screen
  - a. Monitor Employees To Do list
  - b. FHV case Management
  - c. Employee Tasks
- m) My Programs for monitoring programs specific to employee
- n) Master code tables — statistical, documentation, immunizations, and copy phrases including:
  - a. Customizable pathways with optional Omaha System Problem methodology
  - b. Customizable HTML forms with required and skip logic
- o) Letters/Forms using a rich text control to merge chart components into a MS Word document
- p) Family Home Visiting case screens
- q) Home page with dashboard reporting capability
- r) Health Insurance Portability and Accountability Act ("HIPAA") consent screens for Release of Information ("ROI") and Minnesota Release of Authorization ("MRA")
- s) Lab/Test Results
- t) ICD Code Deliver/Updates
- u) System code tables configured to define the agency with mapping to structured codes needed for Health Information Exchange ("HIE"), including the following:
  - Mapping - Logical Observation Identifiers Names and Codes ("LOINC"),
  - Systematized Nomenclature of Medicine Clinical Terms ("SNOMED CT") and HL7
  - Sending HL7 Admit Discharge Transfer ("ADT") messages to Clinical Data Repository (CDR) Sending HL7 Observation Results ("ORU") messages (vital signs, smoking status, pain scale, MRA consent, Quality of Life form responses) to Clinical Data Repository (CDR)
  - Sending HL7 Pharmacy dispensing information ("RDS") message (Medication lists to Clinical Data Repository (CDR)
  - Transitions of Care ("TOC"), Information sent to public health agency when patient is admitted or discharged from provider. Patient Correlation done from the Patient List (PNP list)
- v) The following interfaces:
  - Requests for external documents from HIE partners
  - Availability of Health Level Seven International ("HL7") Clinical Document Architecture ("CDA") documents for viewing as HTML, XML or PDF, Parsed documents can be viewed across documents and across organizations,
  - Import Spreadsheet capability to import spreadsheets from Health Plan or any excel spreadsheet to add/update client records and chart information.



- Template for Birth records from the Minnesota Department of Health Vital Statistics
  - Send FHV payloads to Minnesota Department of Health (“MDH”)
  - Send visit data to Nurse Family Partnership to NSO repository
  - Send Blood lead test results to MDH
  - Send Immunizations to with interface to Minnesota Immunization Information Connection (“MIIC”)
  - iNovah Cash Receipts
  - Acuity Scheduling
  - MN Encounter Alert Service
  - Social Services Information System (“SSIS”) monitoring for Authorizations and Intakes
- w) Accounts Receivable system
- a. HIPAA 5010 compliant claiming for 837I and 837P
  - b. General billing
  - c. Clinical template billing
  - d. Register and Bill from Social Services Information System (“SSIS”) Timecard
  - e. Payment and Adjustment processing
  - f. Electronic remittances processing
  - g. Service and Billing Reporting
- x) Direct Mail Processing
- y) Agency alerts
- z) Ability to save files to database chart attachments folder
- aa) Tasks
- bb) Inventory tracking for supplies
- cc) Purge Client Processes based on Retention rules
- dd) Client Visits module (which allows staff to take laptops into the field), including a download / upload synchronization log
- ee) Scheduling module used to schedule staff with clients from assignment sheets, including the following:
- Production of a weekly schedule
  - Produces progress reports
  - Allows for time entry
- ff) Security module, including the following:
- Program Security groups control access for employees in the System
  - Data Security groups to control areas of the chart
- gg) System supports Active Directory sign in
- hh) Report queue that allows the ability to schedule processes and reports
- ii) PH-Doc IIS services to support webservice

## 2. Items Not Included in Services

The Services do not include any of the following:

- a) Installation of the System, operating software, utilities, or other software applications on hosting hardware. Avenu may provide installation recommendations and services on a time and materials basis, upon request.
- b) Any work that would require a Change Request, as defined in this Schedule A.
- c) Support for computer hardware, computer operating systems, or computer operations, including (but not limited to) the following:
  - Personal Computer (PC) Hardware and Operating Systems; and Third-Party Hardware and Software (i.e. Microsoft Windows10 and SQL Server; Novell; FTP; SQL Anywhere).
  - Peripherals (i.e. printers, scanners, and other peripherals.)
  - Microsoft Windows Server
  - Microsoft Windows Internet Information Services ("IIS") for distributions and help text
  - Microsoft SQL Servers
  - Network and Telecommunications Hardware and Software.
  - PC Software Products such as spreadsheets, word processing, report writing, etc.
  - Upgrades for 3rd party tools including Active X, eDraw, and PepID, Acuity Scheduling software, Inpriva, PowerBuilder Ultimate Suites
  - Actual exchanges of data (operations/communications)
  - Individual client data manipulation, security, sizing, configuration, backup and recovery, memory management, or database management.

### **3. Hardware and Operating Software**

- a) Support for the System includes support of the System in the Windows.net environment with database compatibility with SQL Server 2019 and Server 2022.
  - Acquire and install all future Windows operating system version/release levels and appropriate service packs and hot fixes on a schedule that is agreed upon by Avenu and MnCCC. Avenu will only support the Windows operating system versions and release levels that are supported by Microsoft.
- a) The Windows operating systems supported under this Agreement are Windows 10 and Windows 11. Support for any new Windows operating system will be contingent upon agreement between Avenu and MnCCC and a written amendment to this Schedule A.
- b) MnCCC will continue to acquire and pay the cost of the each of the following, as required to maintain the Services for the listed appliances:
  - PEPID annual subscription and maintenance renewal
  - Altova MapForce annual subscription and maintenance renewal.

- c) Services are explicitly conditioned on up-to-date MS Word software. User Group members will acquire and install all future Microsoft Office Word version/release levels and appropriate service packs and hot fixes on a schedule that is agreed upon by Avenu and MnCCC. Support for any new version of Microsoft Office products will be contingent upon agreement between Avenu and MnCCC and a written amendment to this Schedule A.

#### **4. Maintenance — Technical Hours**

The Services include up to one thousand five hundred (1500) hours per year for the following:

- a) System analysis, programming, program testing, and user instructions ("Technical Hours").
- b) Program changes and enhancements: Avenu will evaluate and report on possible major program changes or enhancements; however, Avenu will make changes or enhancements to the System only upon request from MnCCC. Time spent on program changes and enhancements will be applied to the Technical Hours.
- c) Support for PH-Doc databases in the SQL server environment.
- d) Allow hours from "Maintenance - Technical hours" to be transferred to "Maintenance - Telephone Support" through mutual agreement between Avenu and through the approval of the User group or Advisory Committee. A maximum of twenty percent (20%) of the total annual Technical Hours may be carried over to the next year.

#### **5. Maintenance — Telephone Support**

Avenu will provide telephone support as part of the Services, as follows:

- a) Up to one thousand five hundred (1500) hours per year for telephone consultation ("Telephone Support Hours").
- b) Telephone support will be available during normal business hours: 8:00 a.m. to 5:00 p.m., Central Time, Monday through Friday, except Avenu holidays.
- c) Avenu will provide a return call to User Group members within six (6) hours (during normal business hours) after receipt of a telephone request for assistance.
- d) For any User Group member that identifies a request as "Critical," Avenu will provide a return call within two (2) hours (during normal business hours) after receipt of a telephone request for assistance. A "Critical" request is a situation where the System is unable to function.
- e) If a User Group member requests a basic SQL (structured query language) statement or query support, and the statement or support can be accomplished in one hour or less, Avenu will provide that statement or support and count the time spent on that task against the Telephone Support Hours. If Avenu determines that the basic SQL statement or query support will require more than one hour to

accomplish, then Avenu will inform MnCCC that the support will require a change request.

- f) If a User Group member requests virtual training, and Avenu estimates that the requested training will take one (1) hour or less, then Avenu will provide that training and count the time spent on that training against the Telephone Support Hours. If Avenu determines that the requested WebEx training will take longer than one (1) hour, then Avenu will inform MnCCC user group member that the training will require a change request.
- g) Avenu representative will attend any additional work groups meetings (e.g. Roadmap committee, MECSH work group), one person's time will be charged to the Maintenance – Telephone Support hours.
- h) Additional user group training requested by the Training focus group outside the once per month training will be charged to the Maintenance – Telephone Support hours.
- i) Allow hours from “Maintenance – Telephone Support hours” to be transferred to Maintenance - Technical through the mutual agreement between Avenu and the User group or Advisory Committee. A maximum of twenty percent (20%) of the total annual Telephone Support Hours may be carried over to the next year.

## **~~6. Maintenance – Health Information Exchange~~**

## **7. Additional Services supplied within this Agreement**

- a) Additional Services provided under Maintenance include:
  - Project management and account management
  - Weekly Avenu staff project meetings
  - Estimates and design of statements of work for enhancements.
  - Enhancement Focus group prep meeting and attendance by Avenu staff
  - User group meeting/prep and attendance by Avenu staff
  - Training class recordings and distribution of the recording
  - Monthly targeted virtual training for the CHS User group per request of the training committee. This training will occur once a month at a time mutually set by Avenu and MnCCC. Virtual Training Sessions will be recorded and made available to the User Group via the Avenu Resource website. Monthly one-hour virtual training is NOT part of the Technical Hours or Telephone support hours except as otherwise stated in 5(f) of this Schedule.
  - If Alpha software testing support, including preparation and file setup at Avenu offices for up to three User Group members for each major distribution as requested by the user group.
  - BETA testing support and rework with distribution

- Time spent with an individual User Group member with respect to beta testing or discussions regarding approved program changes and enhancements.
  - Peer review of enhancements
  - Rework/fixes documentation and distribution
  - Attend conferences as requested by MnCCC. Expenses, however will be charged back to MnCCC.
  - Attend industry standard seminars and meetings (e.g. HL7, HIPAA, MDH, Sybase, PowerBuilder)
- b) Periodic reporting of Technical Hours, Telephone Support Hours the HIE Hours (in hour and minute format) used on an aggregate basis and on a per User Group member basis.
  - c) Avenu will maintain a copy of program backups for the current and one previous release of the System as part of the Services, Any changes made by MnCCC or a User Group Member will not be included in this backup.
  - d) Avenu will deliver to MnCCC a copy of the updated source code for the System annually, when a phase is delivered, or as reasonably requested by MnCCC. Time spent on this service will be applied to the Technical Hours.
  - e) Avenu shall provide an annual update to the International Classification of Diseases (ICD) code file (or its replacement, if approved by the User Group). If Avenu determines that the layout of the File has been altered and will require programming and analysis to alter the program. Avenu will advise MnCCC of any changes needed in the form of a change request. MnCCC will pay any cost associated with obtaining the ICD File.

#### **8. Excess Hours for Services — Technical Hours and Telephone Support Hours**

Avenu may perform additional services related to the System on a time-and-materials basis, as follows:

- a) If MnCCC or a User Group member requests and Avenu performs any system analysis, programming, program testing, or user instructions in excess of the one thousand fifteen hundred (1500) Technical Hours, those Services will be performed on a time and materials basis at the hourly rates set forth in Schedule B.
- b) If MnCCC or a User Group member request and Avenu performs any telephone consultation or troubleshooting in excess of the one thousand fifteen hundred (1500) Telephone Support Hours, those Services will be performed on a time and materials basis at the hourly rates set forth in Schedule B. All requests for Services in excess of Technical Hours or Telephone Support Hours must be in writing; however, a change request will not be required.
- c) Avenu will invoice MnCCC for all excess hours at the end of each calendar year

## 9. Optional Services — Change Requests

- a) MnCCC or any User Group member may request any of the Following services that are related to the System but are not part of the maintenance and support services provided under this Agreement:
- Programming of enhancements to the System requiring work in excess of programming services using Technical Hours.
  - On-site visits, on-site troubleshooting, systems consultation, and training of new personnel requested by a User Group member.
  - Installation services
  - Training services requiring work more than time allowed under Telephone Support Hours.
  - Telephone consultation or technical support after business hours or on weekends or holidays.
  - Any changes to the System required to sustain HIE (including changes to firewalls, exchanging security certificates, and other services).
  - Certification of new operating systems (e.g, Windows 11, SQL Server 2022, Windows Server 2022).
  - Upgrades to developer tools, including PowerBuilder and imbedded SQL database.
  - Other services related to the System requested by MnCCC.
- b) If services under this Section are requested by MnCCC or a User Group member, Avenu will provide MnCCC with a change request that includes a statement of work, schedule, pricing, and other provisions related to the services ("Change Request").
- c) Prior to the provision of any services under a Change Request, that Change Request must be approved in writing by: (i) Avenu; (ii) the MnCCC Executive Director; and (iii) either the affected individual User Group member (the User Group member requesting the services) or the User Group Chair (for changes requested by the User Group).

## Exhibit B

### CHS User Group & Service Fees

#### 1. USER GROUP

The user group consists of the following community health agencies in Minnesota:

1. Anoka County Community Health and Environmental Services
2. Beltrami County Health and Human Services
3. Benton County Health and Human Services
4. Blue Earth County Human Services
5. Carver County Public Health
6. Cass County Public Health Services
7. Chisago County Public Health and Human Services
8. City of Bloomington Public Health
9. Clay County Public Health
10. Dakota County Health Services
11. Dodge County Public Health
12. Fillmore County Public Health
13. Freeborn County Public Health
14. Goodhue County Public Health Services
15. Hennepin County/Hennepin Health Services
16. Houston County Public Health
17. Kandiyohi County Public Health
18. Meeker, McLeod, Sibley County CHB
19. Morrison County Public Health
20. Mower County Health and Human Services
21. Olmsted County Public Health Services
22. Otter Tail/Becker County Public Health
23. Polk, Norman-Mahnomen County Public Health Services
24. Ramsey County
25. Rice County Public Health Nursing Services
26. Scott County Public Health
27. Sherburne County Public Health
28. Stearns County Human Services
29. Steele County Public Health Nursing
30. Todd County Public Health
31. Wabasha County Public Health
32. Wadena County Public Health
33. Waseca County Public Health
34. Washington County
35. Wilkin County Public Health
36. Winona County Community Health Services
37. Wright County Public Health

Any new agencies shall be added to the user group via a change order.

2. FEES FOR SYSTEM MAINTENANCE AND SUPPORT SERVICES

Beginning January 1,2024 the annual Maintenance and Support agreement will be \$1,017,236.00. MnCCC shall pay Avenu the following amounts for the maintenance and support services for the System each quarter during 2024.

1 <sup>st</sup> Quarter	\$254,309
2 <sup>nd</sup> Quarter	\$254,309
3 <sup>rd</sup> Quarter	\$254,309
4 <sup>th</sup> Quarter	\$254,309

Beginning January 1,2025 the annual increase for each calendar year will be established by the following formula:

CPI-U is the Consumer Price Index for All Urban Consumers published monthly by the United States Bureau of Labor Statistics (BLS). The "Inflation Amount" for purposes of this Agreement will be the "Percent change from previous, annual avg," for the last full calendar year published by the BLS as of June of the year immediately preceding the applicable calendar year as set forth in the monthly CPI Detailed Report under Table 24, Historical.

For reference – <https://www.bls.gov/cpi/tables/supplemental-files/historical-cpi-u-202206.pdf>

Archived Consumer Price Index Supplemental Files : U.S. Bureau of Labor Statistics (bls.gov)

The annual increase for each calendar year will be the Inflation Amount + 1% (the "Adjustment Percentage"). Each year, the Adjustment Percentage will be set during the CHS annual user group meeting held in June or six (6) months prior to the beginning of the next calendar year. If the inflation Amount in previous year is less than -1% **or greater than 5%, Avenu and MnCCC will mutually agree in writing upon an equitable Adjustment Percentage prior to the CHS user group meeting in June where the Adjustment Percentage is set for the following year. If Avenu and MnCCC cannot agree on an Adjustment Percentage prior to the June meeting, the Adjustment Percentage will be the Inflation Amounts + 1%**

Avenu will invoice MnCCC at the beginning of each calendar quarter.

3. FEE FOR CHANGE REQUEST SERVICES

- a. Services provided pursuant to an approved Change Request under Section 9 of the SOW will be performed at the following time & materials hourly rates based on the annual increase for the time & materials hourly rate for each calendar year will be the Adjustment Percentage as established under Schedule B, User Group & Service Fees, Section 2, Fees for System Maintenance and Support Services
- b. The hourly rate for 2024 will be \$200.32.
- c. The following discounts will be applied to the rates in paragraph (a) of this Section:



Change Requests that entail commitment of 100 to 199 Hours: 5% Rate Discount  
Change Requests that entail commitment of 200 to 500 Hours: 10% Rate Discount  
Change Requests that entail commitment above 500 Hours: 15% Rate Discount

- d. Applicable discounts must be included in each Change Request, based on the estimate of hours provided by Avenu however, the discount rate will only be applied based on the actual hours invoiced by Avenu for a Change Request.
  - e. Time for services under Section 9 of the SOW will be calculated in quarter hour increments.
  - f. Avenu will invoice for services under Section 9 of the SOW monthly.
  - g. Travel time will be billed at a rate of \$100/hour. Any other travel expenses incurred in performing services under Section 9 of the SOW will be billed at actual costs with supporting receipts or other documentation attached.
  - h. Meeting expenses held at Avenu offices will be billed back to MnCCC.
4. HIPAA Business Associate Agreement, included herein, in its entirety in order to enable Avenu to act as a Business Associate of the covered entity of the MnCCC CHS User Group members to comply with the Health Insurance Portability and Accountability Act (HIPAA) and MN laws governing Protected Health Information (PHI) of Individuals











# PH-Doc 2024 Maintenance and Support with Exhibits FINAL


Final Audit Report

2023-10-30


Created	2023-10-26
By	Amanda Beyer (amanda@mnccc.gov)
Status	Signed
Transaction ID	0B9C8B0AAB7AAXKCMfRP2G6KRYB03yCf10b5D0cLRX1W

## "PH-Doc 2024 Maintenance and Support with Exhibits FINAL" History


-  Document created by Amanda Beyer (amanda@mnccc.gov)  
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-  Document emailed to kathy.jenson@co.roseau.mn.us for signature  
2023-10-26 - 3:00:17 PM GMT
-  Email viewed by kathy.jenson@co.roseau.mn.us  
2023-10-26 - 3:04:24 PM GMT
-  Signer kathy.jenson@co.roseau.mn.us entered name at signing as Kathy Jenson  
2023-10-27 - 3:23:58 PM GMT
-  Document e-signed by Kathy Jenson (kathy.jenson@co.roseau.mn.us)  
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2023-10-27 - 7:31:33 PM GMT

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 Agreement completed.

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**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES (GCHHS)**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	November 21, 2023	<b>Staff Lead:</b>	Kayla Matter
<b>Consent Agenda:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Attachments:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Action Requested:</b>	Approve October 2023 HHS Warrant Registers		

**BACKGROUND:**

This is a summary of Goodhue County Health and Human Services Warrant Registers for: October 2023

	Date of Warrant		Check No.	Series	Total Batch
IFS	October 6, 2023	ACH	41345	41359	\$78,313.51
IFS	October 6, 2023		470178	470204	\$18,105.12
IFS	October 13, 2023	ACH	41388	41399	\$2,446.71
IFS	October 13, 2023		470278	470305	\$46,311.05
IFS	October 20, 2023	ACH	41443	41458	\$44,448.29
IFS	October 20, 2023		470422	470446	\$36,246.71
IFS	October 27, 2023	ACH	41539	41570	\$8,998.92
IFS	October 27, 2023		470490	470536	\$20,610.27
SSIS	October 27, 2023	ACH	41204	41228	\$68,701.81
SSIS	October 27, 2023		470036	470074	\$169,517.64
IFS	October 27, 2023	ACH	41495	41538	\$21,921.46
IFS	October 27, 2023		470482	470489	\$22,941.87
				<b>Total</b>	<b>\$538,563.36</b>

**RECOMMENDATION:** Goodhue County HHS Recommends Approval as Presented.

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**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES (GCHHS)**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	November 21, 2023	<b>Staff Lead:</b>	Nina Arneson & Kris Johnson
<b>Consent Agenda:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Attachments:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Action Requested:</b>	Review and approval of the following: <ul style="list-style-type: none"> <li>• Provisional 1.0 FTE Public Health Educator-Youth Prevention Specialist</li> <li>• Provisional .4 FTE Community Health Worker</li> <li>• Permanent 1.0 FTE Planner-Data Analyst</li> </ul>		

**BACKGROUND:**

The following request will be brought forward for the Goodhue County Personnel Committee’s review on November 21, 2023 at 7:30am:

- **NEW - Youth Prevention Team Grant:**
  1. Provisional Position Request - 1.0 FTE Public Health Educator-Youth Prevention Specialist
  2. Provisional Position Request – .4 FTE Community Health Worker
- **NEW - Public Health Foundational Funding:**
  1. Permanent Position Request - 1.0 FTE Planner-Data Analyst

**RECOMMENDATION:** GCHHS Department recommends approval as requested.



Goodhue County  
**Health and Human Services**

426 West Avenue  
Red Wing, MN 55066  
(651) 385-3200 • Fax (651) 267-4882

November 14, 2023

**TO:** Goodhue County Personnel Committee

**FROM:** Nina Arneson, GCHHS Director  
Kris Johnson, GCHHS Deputy Director

**RE:** **NEW - Youth Prevention Team Grant**

- **Provisional Position Request - 1.0 FTE Public Health Educator-Youth Prevention Specialist**
- **Provisional Position Request – .4 FTE Community Health Worker**

**BACKGROUND:**

In October 2022, Goodhue County Health and Human Services (GCHHS) Board commissioned a consultant to conduct a needs assessment to understand the impact of opioids in our Goodhue County communities. This assessment will help prioritize community efforts so that effective strategies utilizing opioid settlement funds can be developed to address current needs and prevent further harm.

To this end, key community stakeholders, including people with direct lived experience and/or service providers who work with people impacted by opioids, were engaged through focus groups and key informant interviews. **The most commonly identified priority was to focus on prevention, early education, and awareness-building, especially in youth.** Below, please find links to the materials from October 17, 2023 HHS Board meeting related to this work:

- [OPIOID SETTLEMENT POWERPOINT PRESENTATION.PDF](#)
- [FINAL EXECUTIVE SUMMARY-OPIOID SETTLEMENT REPORT.PDF](#)
- [GOODHUE COUNTY OPIOID SETTLEMENT REPORT.PDF](#)

In response to this direct feedback from the community, GCHHS, in collaboration with [Goodhue County Education District \(GCED\)](#), **seeks to build strong relationships with youth in order to build a youth led, school-based substance use prevention program.** This included GCHHS applying for and receiving a **\$583,254 Youth Prevention Team Grant** from [The Opioid Epidemic Response Advisory Council \(OERAC\)](#) in conjunction with the Minnesota Department of Human Services (DHS).

Please note, these grant funds are NOT part of the Goodhue County National Opioid settlement funds, this is a separate grant – Youth Prevention Team Grant.

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These efforts will center on youth voice and leadership at [River Bluff Education Center \(RBEC\)](#) and [Tower View](#), both part of the Goodhue County Education District. This school district was chosen because it serves a cross section of youth from throughout Goodhue County, and the school has felt the direct impacts of the opioid epidemic.

The prevention program will be implemented by a team that includes a full time Public Health Educator, a .4 FTE Community Health Worker, along with paid youth prevention guides and Licensed Alcohol and Drug Counselor (LADC) services.

- The Public Health Educator will be a GCHHS 1.0 FTE provisional employee, fully paid by grant funds through 6/30/2026.
- The Community Health Worker will be a GCHHS .4 FTE provisional employee, fully paid by grant funds through 6/30/2026.
- Grant funds will also be utilized to pay high school students. The Youth Prevention Guides are paid GCED students in grades 8-12 who will take the lead in creating prevention education and support programming.
- Grant funds will be used to pay for LADC services to be co-located at GCED school for approximately one day per week during the grant period.

Note that this program is scalable and could expand to other schools in Goodhue County if there is demand. Possible future funding sources for this program could be additional OERAC grant funds, other state or federal grants, or the Goodhue County opioid settlement funds. While this request is for two provisional positions 1.0 public health educator and 0.4 community health worker) at this time, there is potential for continuation and expansion of the program.

<b>Public Health Educator (1 FTE Provisional)</b>	2023	2023
	<b>Single Health step 1</b>	<b>Family Health step 1</b>
Rate	\$32.51	\$32.51
Gross	\$67,621.00	\$67,621.00
PERA/FICA/Medicare/Life	\$10,299.00	\$10,299.00
Health Coverage/H.S.A.	\$9,551.00	\$20,706.00
<b>Total Cost</b>	<b>\$87,471.00</b>	<b>\$98,626.00</b>
<b>Total Benefits</b>	<b>\$19,850.00</b>	<b>\$31,005.00</b>
<b>Wages + Benefits less Health</b>	<b>\$77,920.00</b>	<b>\$77,920.00</b>
<b>Health Insurance</b>	<b>\$9,551.00</b>	<b>\$20,706.00</b>
<b>Total</b>	<b>\$87,471.00</b>	<b>\$98,626.00</b>
	Plan 1	Plan 1

<b>Community Health Worker (.4 FTE Provisional)</b>	2023	2023
	<b>Single Health step 1</b>	<b>Family Health step 1</b>
Rate	\$24.42	\$24.42
Gross	\$20,318.00	\$20,318.00
PERA/FICA/Medicare/Life	\$3,133.00	\$3,133.00
Health Coverage/H.S.A. (Not Eligible)		
<b>Total Cost</b>	<b>\$23,451.00</b>	<b>\$23,451.00</b>
<b>Total Benefits</b>	<b>\$3,133.00</b>	<b>\$3,133.00</b>
<b>Wages + Benefits less Health</b>	<b>\$23,451.00</b>	<b>\$23,451.00</b>
<b>Health Insurance</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$23,451.00</b>	<b>\$23,451.00</b>
	Plan 1	Plan 1



**RECOMMENDATION:** HHS Department recommends approving the following:

Utilizing the new OERAC 3-year **Youth Prevention Team Grant** funds to move forward to post and hire for the following positions:

- 1. Provisional grant funded 1.0 FTE Public Health Educator - Youth Prevention Specialist**
- 2. Provisional grant funded .4 FTE Community Health Worker**

These postings will be for internal and external candidates. If an internal candidate is selected then move forward immediately to back fill that position until an external candidate has been hired to finish the process as appropriate.

**Attached:** Youth Prevention Team Grant Budget

<b>BUDGET JUSTIFICATION SFY24: 11/01/23 - 06/30/24</b>		
CATEGORY	JUSTIFICATION NARRATIVE	Amount
Salaries	Public Health Educator 1FTE = \$34,320; Community Health Sup 2 hours/week = \$3,640; Community Health Worker .4 FTE = \$2,783;	\$ 37,103.00
Fringe Benefits	PERA/FICA/Medicare/Life/Health Coverage = \$16,520	\$ 16,520.00
Contracted Services	Midwest Recovery to provide LADC services in schools @ 8 hours/week x \$50/hour x 26 weeks.; Minnesota Management and Budget Program Evaluations for \$140/HR at 3 hours/month; Rise Up Red Wing youth prevention guides- 6 youth/10 hours/week - \$18,720	\$ 31,640.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	2 Cell Phones @ \$50/month for 6 months	\$ 600.00
Instate Travel		
Out-of-State Travel		
Program Costs	1Laptop @ \$1,400, 1Docking station @ \$275, 2 Monitors @ \$190; 1Surface Pro @ \$1,500, 1Docking Station @ \$275, 2 Monitors @ \$190; Youth Curriculum @ \$2,000; 5% cushion for expense overage	\$ 6,490.00
Evaluation		
Audit		
Staff Development	1 Sober Event Programming @ \$250/event 2 times/year; Staff Development @ \$333/month	\$ 3,167.00
Child Care - Day Care		
Client Transportation	18 miles RT for 2 trips/day * 5 days/week @ .655 federal reimb rate.	\$ 3,065.40
Client Housing Costs		
Client Incentives	Program participant surveys - 35 @ \$20/gift card	\$ 700.00
Client Emergency Funds		
Total Direct Costs		\$ 99,285.40
Indirect Cost	Indirect cost rate of 9% to cover portion of rent, utilities, misc supplies, etc.	8,937
<b>TOTAL REQUEST</b>		<b>\$ 108,222.63</b>

**BUDGET JUSTIFICATION SFY25: 07/01/24 - 06/30/25**

CATEGORY	JUSTIFICATION NARRATIVE	Year 2
Salaries	Public Health Educator 1 FTE = \$72,238; Community Health Sup 2 hours/week = \$5,962; Community Health Worker .4 FTE = \$21,699;	\$ 99,899.00
Fringe Benefits	PERA/FICA/Medicare/Life/Health Coverage = \$34,980	\$ 34,980.00
Contracted Services	Midwest Recovery to provide LADC services in schools @ 8 hours/week x \$51.50/hour x 52 weeks.; Minnesota Management and Budget Program Evaluations for \$140/hr at 3 hours/month; Rise Up Red Wing youth prevention guides- 6 youth/10 hours/week - \$38,563	\$ 65,027.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	2 Cell Phones @ \$50/month for 12 months	\$ 1,200.00
Instate Travel		
Out-of-State Travel		
Program Costs		
Evaluation		
Audit		
Staff Development	Sober Event Programing @ \$250/event 3 times/year; Staff Development @ \$4,000/year	\$ 4,750.00
Child Care - Day Care		
Client Transportatio	18 miles RT for 2 trips/day * 5 days/week @ .655 federal reimb rate.	\$ 6,130.80
Client Housing Costs		
Client Incentives	Program participant surveys - 50 @ \$20/card	\$ 1,000.00
Client Emergency Funds		
Total Direct Costs		\$ 212,986.80
Indirect Cost	Indirect cost rate of 9% to cover portion of rent, utilities, misc	19,169
<b>TOTAL REQUEST</b>		<b>\$ 232,155.61</b>



# Goodhue County Health and Human Services

426 West Avenue  
Red Wing, MN 55066  
(651) 385-3200 • Fax (651) 267-4882

November 14, 2023

**TO:** Goodhue County Personnel Committee

**FROM:** Nina Arneson, GCHHS Director  
Kris Johnson, GCHHS Deputy Director

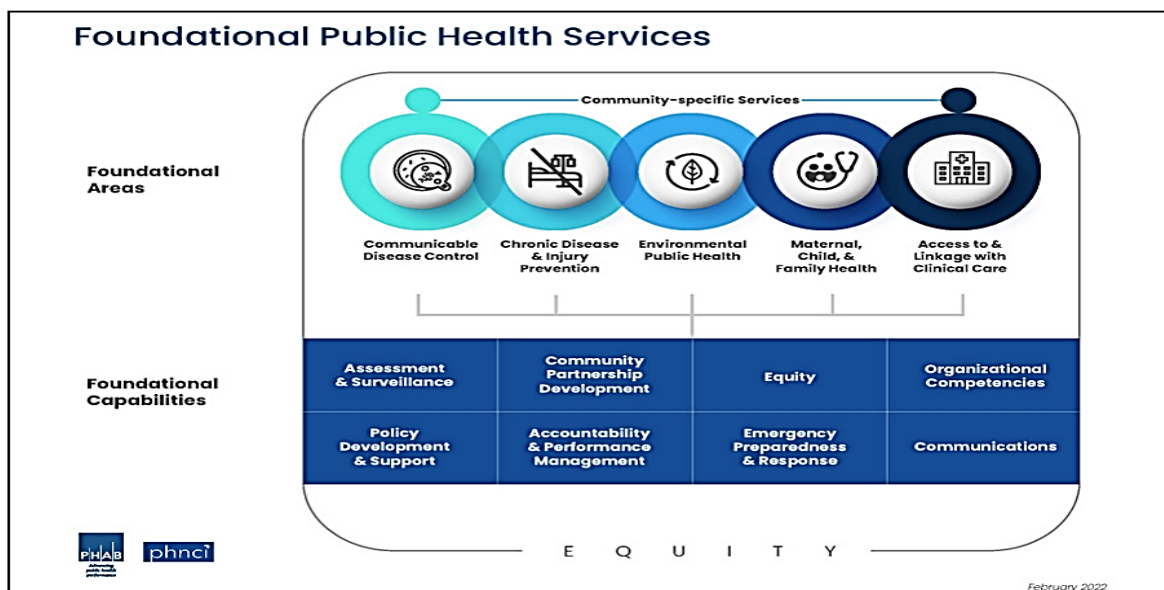
**RE: NEW Permanent Position Request - 1.0 FTE Planner-Data Analyst**

## BACKGROUND:

This request is to utilize GCHHS **existing time limited** grant public health infrastructure funds (**IFund**) so GCHHS will not lose these funds as [approved previously by the HHS Board](#). This is also positioning our agency to utilize the upcoming **new ongoing** State Public Health Foundational funds that require local public health agencies to improve foundational public health capabilities.

The COVID-19 pandemic has accelerated a push for the state of Minnesota, and the US as a whole, to build and strengthen the capacity of the Public Health System. In December 2022, the joint leadership group, including members of [State Community Health Services Advisory Committee \(SCHSAC\)](#), [Local Public Health Association \(LPHA\)](#), and Minnesota Department of Health (MDH) wrote a report called - [Transforming Minnesota's Public Health System for the 21st Century](#) identifying the goals of Public Health Transformation.

These efforts have undergone many iterations, and the framework has been updated since the 2022 report to match the National Foundational Public Health Services framework.



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### **Public Health Infrastructure Fund (IFund) Grant:**

One part of this capacity building effort was the Public Health Infrastructure Fund grants. In 2021, the Minnesota Legislature appropriated \$6 million/year in funding to support efforts to improve, pilot or strengthen approaches to building capacity in four foundational capabilities:

- **communications,**
- **community partnerships,**
- **data and epidemiology, and**
- **health equity.**

GCHHS applied for and received a 2022-2024 Public Health Infrastructure Fund grant with a focus on data management.

[In April, 2022 GCHHS Board](#) approved the hiring of a provisional Data Specialist as part of these grant efforts. The position was created to have two important areas of focus:

- **Identify, collect and analyze data** on the health of the community as it relates to our services and interventions, coach program staff and community leaders to use this data to develop performance measures, and integrate the data with program work plans.
- **Effectively communicate data and its analysis:** provide staff and stakeholders with user-friendly, easily digestible information through a variety of sources.

Unfortunately, we were unable to fill that provisional position. There were interested candidates, but the short-term provisional nature of the position was ultimately a barrier for hiring. To meet the goals of the grant, we contracted with the [Minnesota Management and Budget \(MMB\) office](#) to support and coach current staff on identifying, collecting and analyzing data.

We identified four projects for in-depth data coaching, and MMB consultants have met with GCHHS staff several hours per month to coach them on utilizing the Results Based Accountability model of performance management. Our learnings with MMB has underscored the importance of staff having strong performance management capacity in order to assess and measure the results of our work, thus helping ensure that we meet our ultimate mission of improving the health of the community.

Both **Accountability & Performance Management**, and **Assessment & Surveillance**, are Foundational Capabilities in the National Foundational Public Health Services model adopted in 2023. This Data Analyst would help primarily in Accountability & Performance Management, as well as some support for Assessment & Surveillance. MMB has a high level of expertise and their hours of training and coaching staff are beginning to build internal capacity among public health program staff. However, the premise of our IFund grant was that just like we need internal support staff, accounting, and IT support, we need data analyst support on an ongoing basis as part of our team.

This person would be a professional, trained in program evaluation and performance management able to field questions from program staff on specific projects. This data analyst would have the expertise to coach program staff to develop program performance measures, engage the community through surveys or focus groups, and collect and analyze qualitative and quantitative data.

While the consultation with MMB has been helpful, there are limitations with utilizing a consultant. Capacity to consult is limited to a few hours per week (sometimes a few hours a month due to consultants' vacations or other projects), and has not provided the extent of support that would come with having a full time Data Analyst on staff.

Over the course of one year (November 2022 – October 2023) we have had 243 hours of MMB consulting at a cost of \$32,880. MDH has not announced whether there is a possibility for an extension on the 2022-2024 Infrastructure Fund Grant we received. Currently we have a large sum - \$96,000 remaining to spend by June 30, 2024. This is something we do not want to lose, and send back as the need is here.

**Foundational Public Health Responsibility (FPHR) Funds:**

During the 2023 session, the Minnesota State Legislature allocated additional funds to Local Public Health agencies with the specific purpose of bolstering foundational capabilities.

A committee of representatives from SCHSAC, MDH, and LPHA is collaborating to determine a formula for allocating those funds to Community Health Boards. A SCHSAC vote is expected in December to decide on the funding formula listed below, and at the very lowest, Goodhue County HHS will receive \$100,000 per year in ongoing state funds. If the recommended formula is passed, Goodhue County would receive between \$172,800- \$220,548. Like the Local Public Health Act grant, the new FPHR funds are ongoing base funding.

Option	Low under 100K	High under 100K	Low over 100K	High over 100K
Option 1 (\$100,000 base)	\$168,913	\$225,841	\$118,976	\$175,904
Option 1 (\$115,000 base)	\$172,800	\$220,548	\$130,916	\$178,664
Option 1 (\$125,000 base)	\$175,392	\$217,020	\$138,876	\$180,504
Option 1 (\$150,000 base)	\$181,871	\$208,199	\$158,776	\$185,104

After reviewing these scenarios and discussing fit with the workgroup’s principles, the workgroup voted to recommend the following funding formula:

Base funding of \$115,000 to each community health board, then allocating 60% of the remaining funds to social vulnerability index and 40% to community health boards serving fewer than 100,000 people. Overall, in this scenario, 59.6% of the funds are allocated to base funding; 24.3% to social vulnerability index; and 16.2% to capacity.

Planner (1 FTE Permanent)	2023	2023
	Single Health step 1	Family Health step 1
Rate	\$32.51	\$32.51
Gross	\$67,621.00	\$67,621.00
PERA/FICA/Medicare/Life	\$10,299.00	\$10,299.00
Health Coverage/H.S.A.	\$9,551.00	\$20,706.00
Total Cost	\$87,471.00	\$98,626.00
Total Benefits	\$19,850.00	\$31,005.00
Wages + Benefits less Health	\$77,920.00	\$77,920.00
Health Insurance	\$9,551.00	\$20,706.00
Total	\$87,471.00	\$98,626.00
	Plan 1	Plan 1

## RECOMMENDATION:

The HHS Department recommends approving the following:

With the remaining Public Infrastructure Fund ([I-Fund](#)) grant allocation, plus the new Foundational Public Health Responsibility (FPHR) funds allocated by the Minnesota State Legislature, we are requesting to

1. Move forward to post and hire for a **Permanent 1.0 FTE Planner - Data Analyst** utilizing the MN Merit System. This posting would be for internal and external candidates. If an internal candidate is selected then move forward immediately to back fill that position until an external candidate has been hired to finish the process.

Note: Funding for this position would come from two primary sources:

- \$96,000 that remains in the Public Health Infrastructure grant, which needs to be spent by June, 2024.
- Utilize the newly allocated Public Health Foundational funding, with minimum allocation of \$100,000/year to Goodhue County.

Hiring for this position now allows us to utilize the remainder of the I-Fund grant, and with the commitment of the new funding, it also allows us to make this position permanent.

We also intend to facilitate a structured and collaborative decision-making process in 2024 to determine how to utilize the remainder of the funds not allocated to this position.



Erik Sievers, MBA, MSW/LICSW

Executive Director



# Mission and Values

The community leader in delivering exceptional, responsive and consumer focused behavioral health services in our communities.

- Integrity
- Respect
- People & Community Focused
- Continuous Improvement
- Compassion
- Partnership and Collaboration
- Financial Stewardship



# History

- Hiawatha Valley Mental Health Center was established in 1965 in Winona, Minnesota by a group of concerned citizens and government officials from Houston, Wabasha, and Winona Counties.
- We started serving Goodhue County and Fillmore County in 2014.



# National and Minnesota Trends and Data

*National Alliance for Mentally Ill (NAMI)*

- 1 in 5 adults, 1 in 6 youth have some type of mental health condition
- The average delay between treatment and symptom onset is 11 years
- Suicide is the 12<sup>th</sup> leading cause of death; 2<sup>nd</sup> ages 10-14, 3<sup>rd</sup> ages 15-24

*MN Department of Health Data – 2021 data on Goodhue County*

- Suicide rates have steadily increased since 2001 (state of MN); 15 drug overdoses
- Percentage of youth in grades 8, 9, and 11 has shown an increase in use of prescription drugs without a prescription



# Goodhue County Community Health Needs Assessment Top Health Issues

- #1 Mental Health & Mental Disorders
- #2 Housing & Homes
- #3 Drug & Alcohol Use
- #4 Social Inclusion & Connection
- #6 Health Care Access & Quality
- #9 Health Communication



# Certified Behavioral Health Clinic

- Beginning in January 2022 HVMHC became a Certified Community Behavioral Health Clinic (CCBHC).
- Specially designated clinic that provides screening and a comprehensive range of mental health and substance use services.
- Alleviates decades-old challenges that have led to a crisis in providing access to mental health and substance use care.



# Certified Behavioral Health Clinic

- Cost based reimbursement: Sustainable financed model for care delivery
- Better positions us to improve access to integrated, evidence-based substance use disorder and mental health services



# Certified Behavioral Health Clinic

## Goals:

- 1) increase access to community-based mental health and substance use disorder services (particularly to under-served communities),
- 2) advance integration of behavioral health with physical health care, and
- 3) improve utilization of evidence-based practices on a more consistent basis



# Services We Offer

- Psychiatric Services
- Genoa Pharmacy
- Outpatient Mental Health
- *Outpatient Substance Use Services (hiring)*
- MN State College Southeast Technical
- Housing with Supports (in Winona)
- Children's Community Based Services
  - *Children's Therapeutic Services and Supports (new in 2023)*
  - Children's Mental Health Case Management
- Adult Community Based Services
  - Adult Rehabilitative Mental Health Services
  - *Certified Peer Specialist (new in 2022)*
  - Adult Mental Health Case Management





# Children's Community Based Services

## *Children's Therapeutic Services and Supports*

Work with youth and caregivers to manage a youth's mental health symptoms that negatively impact their overall health and functioning

Teach and learning of new skills, including, but not limited to:

- Anger management
- Following directions and rules
- Building relationships with peers



# Adult Community Based Services

## ***Adult Rehabilitative Mental Health Services***

Help and assist adults develop the skills to make positive change in their lives

- Community resource utilization and integration skills
- Relapse prevention skills
- Budgeting and shopping skills
- Healthy lifestyle skills and practices
- Cooking and nutrition skills
- Interpersonal communication skills
- Mental illness symptom management skills
- Employment related skills

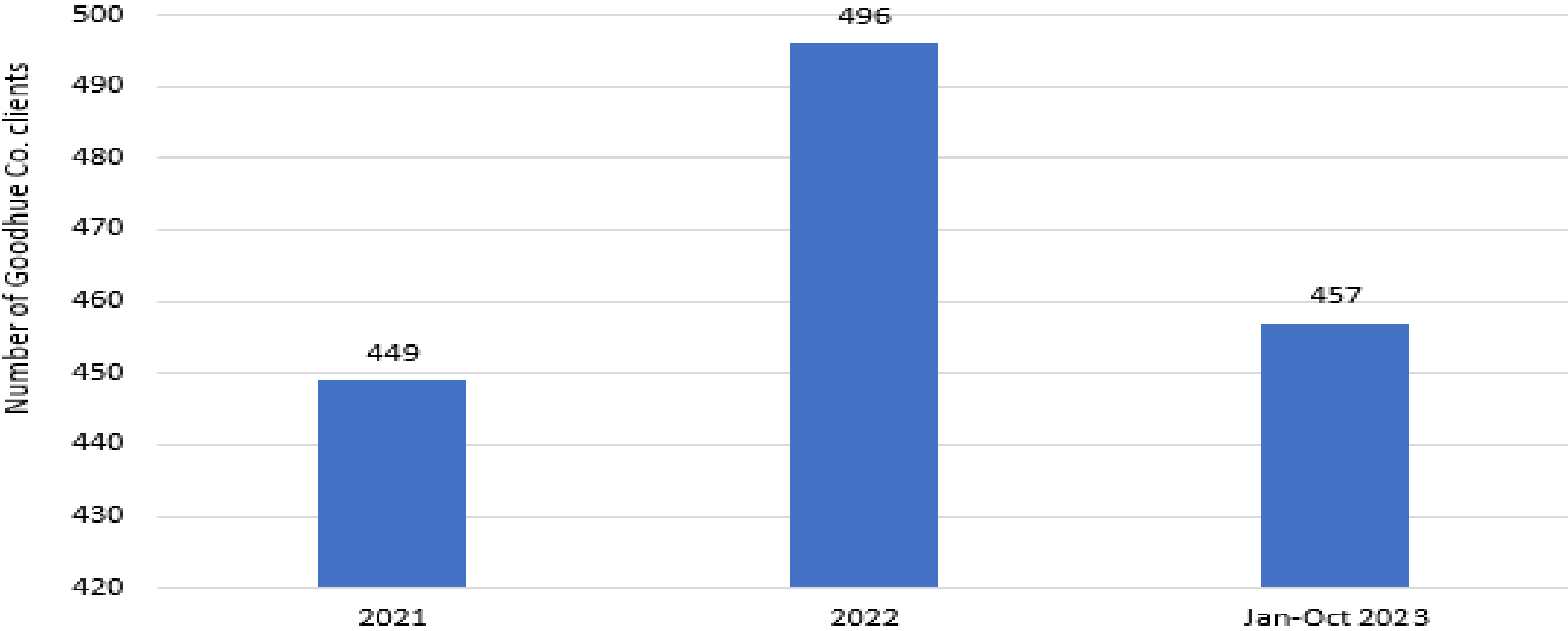
## ***Peer Specialist***

Helps and assists adults discover their strengths and develop their own unique recovery goals

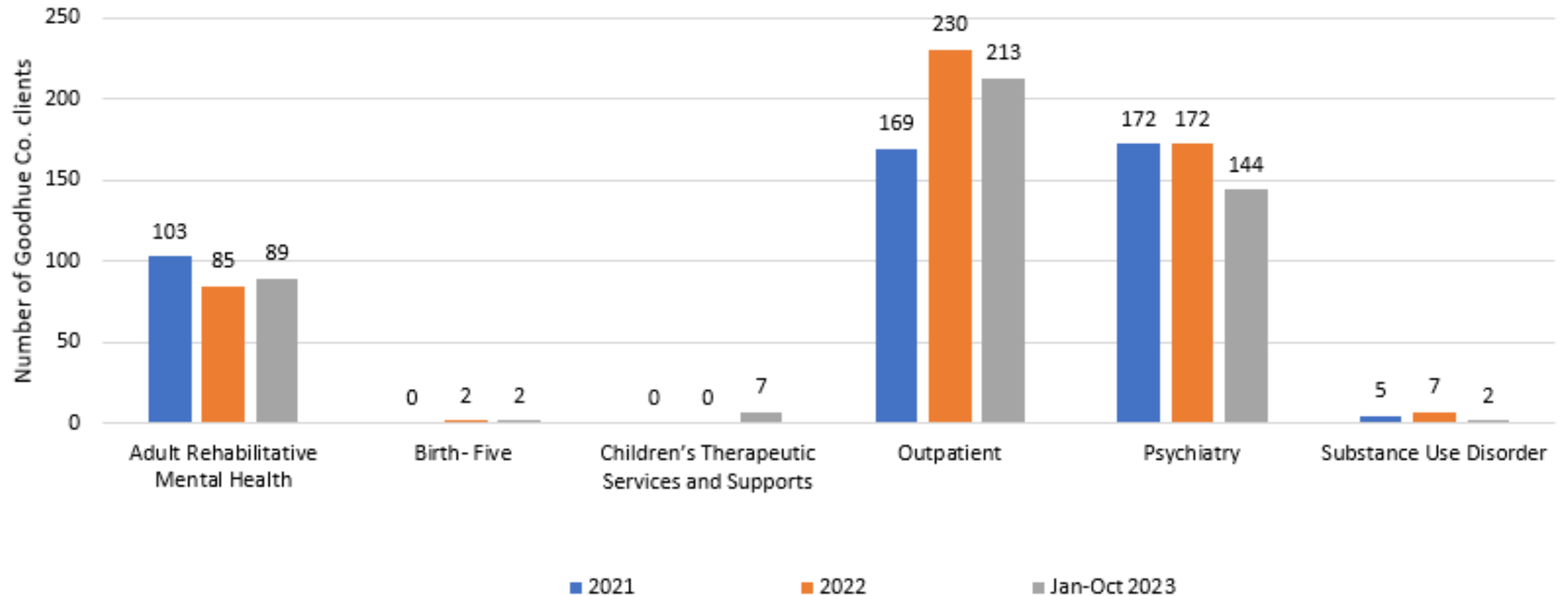
Models wellness, self-advocacy, and hopefulness through appropriate sharing of their own story.



### Number of Goodhue Co. clients served



## Number of Goodhue Co. clients served per program



\*Please note some individuals are enrolled in multiple programs.

# Challenges

- Recruitment and Retention
- Growing need and keeping up with demand
- Low insurance reimbursement
  - Healthcare parity continues to be a concern for behavioral health services
- Providing uncompensated care to those in need
  - We aim to provide to all people in need
- Challenge of being in rural areas
  - Transportation and housing



# Where are we heading?

- Continue to focus on access for those most in need
- Better data to inform practices to ensure quality
- More work in communities to integrate care
- Diversify our funding to pay for uncompensated care
- Community awareness events



# Questions



# Contact Information

Erik Sievers, Executive Director  
Hiawatha Valley Mental Health Center  
420 East Sarnia Street  
Winona, MN 55987  
[eriks@hvmhc.org](mailto:eriks@hvmhc.org)  
507-453-6202







Goodhue County  
**Health and Human Services**

426 West Avenue  
Red Wing, MN 55066  
(651) 385-3200 • Fax (651) 267-4882

**DATE:** November 21, 2023  
**TO:** Goodhue County Health and Human Services (HHS) Board  
**FROM:** Kayla Matter, Accounting Supervisor  
**RE:** Third Quarter 2023 Fiscal Report

In the third quarter of CY 2023, Goodhue County Health & Human Services Agency had the following budget financial summary.

- We expended 74% (\$14,712,159) of our budget (\$19,910,242) 75% of the way through the year. Last year at this time, we expended 72%.
- We have collected 75% (\$15,021,477) of our anticipated revenue (\$19,910,242), 75% of the way through the year. Last year at this time, we collected 76%.

**Children in Out of Home Placement:**

We have expended 83.5% (\$1,522,850) of our budget (\$1,823,500), 75% of the way through the year. This brings us in at being slightly over budget at 8.51% or \$155,255.

**County Burials:**

We have expended 57% (\$22,802) of our budget (\$40,000), 75% of the way through the year.

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**State Hospital Costs:**

We have expended 75% (\$147,947) of our budget (\$200,000) 75% of the way through the year. Last year at this time, we expended \$124,521.

**Salaries, Benefits, Overhead and Capital Equipment:**

On agency salaries, benefits, overhead and capital equipment line items, we have expended 74% (\$9,530,968) of our budget (\$12,923,538) 75% of the way through the year.

**Staffing Revenues Additional Staff:**

For the third quarter report, total staffing revenue is 90% at \$4,001,507. Our budget is \$4,457,388 for these revenue categories.



# Goodhue County



## REVENUES & EXPENDITURES BUDGET REPORT

Report Basis: Cash

From: 01/2023 Thru: 09/2023

Percent of Year: 75%

11 Fund  
Health & Human Service Fund

<u>Account Number</u>	<u>Description</u>	<u>Status</u>	<u>09/2023 Amount</u>	<u>Selected Months</u>	<u>2023 Budget</u>	<u>% Of Budget</u>
<b>FINAL TOTALS:</b>	<b>623 Accounts</b>	<b>Revenue</b>	<b>825,838.73-</b>	<b>15,021,477.36-</b>	<b>19,910,242.00-</b>	<b>75</b>
		<b>Expend.</b>	<b>1,624,415.75</b>	<b>14,712,158.64</b>	<b>19,910,242.00</b>	<b>74</b>
		<b>Net</b>	<b>798,577.02</b>	<b>309,318.72-</b>	<b>.00</b>	<b>0</b>

Goodhue County HHS Out of Home Placement

ACCOUNT #	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	% OF	% OF
		2022	THRU 9/23	2023	BUDGET	YEAR
11-430-710-3410-6020	ELECTRIC HOME MONITORING	\$7,000.00	\$2,263.50	\$2,000.00	113%	75%
11-430-710-3710-6020	CHILD SHELTER -SS	\$18,000.00	\$92,954.94	\$18,000.00	516%	75%
11-430-710-3711-6020	FOSTER CARE CHILD SHELTER - CS		\$0.00			75%
11-430-710-3750-6025	NORTHSTAR KINSHIP ASSISTANCE	\$0.00	\$0.00			75%
11-430-710-3780-6025	NORTHSTAR ADOPTION ASSISTANCE	\$0.00	\$0.00			75%
11-430-710-3800-6057	RULE 4 TRMT FOSTER CARE - SS	\$70,000.00	\$78,157.54	\$100,000.00	78%	75%
11-430-710-3810-6057	REGULAR FOSTER CARE - SS	\$500,000.00	\$496,561.55	\$500,000.00	99%	75%
11-430-710-3810-6058	REGULAR FOSTER CARE - SS-CS- EXPENSES	\$37,000.00	\$40,533.84	\$37,000.00	110%	75%
11-430-710-3814-6056	EMERGENCY FOSTER CARE PROVIDER	\$8,000.00	\$1,738.00	\$8,000.00	22%	75%
11-430-710-3814-6057	EMERGENCY FOSTER CARE	\$5,000.00	\$2,777.22	\$5,000.00	56%	75%
11-430-710-3820-6020	RELATIVE CUSTODY ASSISTANCE		\$0.00			75%
11-430-710-3830-6020	FOSTER CARE - RULE 8 SS	\$140,000.00	\$62,387.54	\$140,000.00	45%	75%
11-430-710-3831-6020	FOSTER CARE - RULE 8 CS	\$70,000.00	\$0.00	\$70,000.00	0%	75%
11-430-710-3850-6020	DEPT OF CORR GROUP FACILITY - SS	\$275,000.00	\$160,615.36	\$295,000.00	54%	75%
11-430-710-3852-6020	DEPT OF CORR GROUP FACILITY - CS	\$200,000.00	\$153,405.00	\$200,000.00	77%	75%
11-430-710-3880-6020	EXTENDED FOSTER CARE - IND LIVING 18-20	\$113,500.00	\$95,767.97	\$100,000.00	96%	75%
11-430-710-3890-6020	SHORT TERM FOSTER CARE/RESPITE CARE	\$2,500.00	\$1,230.67	\$2,500.00	49%	75%
11-430-740-3830-6020	RULE 5 SS	\$340,000.00	\$334,457.05	\$340,000.00	98%	75%
11-430-740-3831-6020	RULE 5 CS	\$6,000.00	\$0.00	\$6,000.00	0%	75%
	<b>TOTAL OUT OF HOME PLACEMENT</b>	<b>\$1,792,000.00</b>	<b>\$1,522,850.18</b>	<b>\$1,823,500.00</b>	<b>83.5%</b>	<b>75%</b>
	<b>Over/(Under) Budget for percent of year</b>	<b>\$1,795,000.00</b>	<b>\$155,225.18</b>	<b>\$1,367,625.00</b>	<b>75%</b>	<b>75%</b>
	<b>Percent Over/(Under) Budget</b>	<b>\$3,000.00</b>			<b>8.51%</b>	

December	0.00%
November	0.00%
October	0.00%
September	8.51%
August	7.28%
July	4.43%
June	1.95%
May	0.31%
April	-0.53%
March	-1.33%
February	-0.29%
January	0.04%
Over/Under Budget 2022	-6.35%

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
PROGRAM 600 INCOME MAINTENANCE					
SALARIES					
SALARIES & BENEFITS	232,866.49	2,281,351.32	3,016,717.00	76	75
<b>TOTAL SALARIES</b>	<b>232,866.49</b>	<b>2,281,351.32</b>	<b>3,016,717.00</b>	<b>76</b>	<b>75</b>
OVERHEAD					
AGENCY OVERHEAD	46,071.63	246,179.77	370,075.00	67	75
<b>TOTAL OVERHEAD</b>	<b>46,071.63</b>	<b>246,179.77</b>	<b>370,075.00</b>	<b>67</b>	<b>75</b>
CAPITAL EQUIPMENT					
CAPITAL EQUIPMENT OVER \$5,000	0.00	8,129.72	11,815.00	69	75
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>0.00</b>	<b>8,129.72</b>	<b>11,815.00</b>	<b>69</b>	<b>75</b>

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
PROGRAM 640 CHILD SUPPORT AND COLLECTIONS					
SALARIES					
SALARIES & BENEFITS	67,970.02	623,683.71	808,881.00	77	75
<b>TOTAL SALARIES</b>	<b>67,970.02</b>	<b>623,683.71</b>	<b>808,881.00</b>	<b>77</b>	<b>75</b>
OVERHEAD					
AGENCY OVERHEAD	18,245.32	80,012.05	216,252.00	37	75
<b>TOTAL OVERHEAD</b>	<b>18,245.32</b>	<b>80,012.05</b>	<b>216,252.00</b>	<b>37</b>	<b>75</b>
CAPITAL EQUIPMENT					
CAPITAL EQUIPMENT OVER \$5,000	0.00	0.00	0.00	0	75
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>75</b>

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
PROGRAM 700 SOCIAL SERVICES PROGRAM					
SALARIES					
SALARIES & BENEFITS	318,991.25	3,030,313.00	4,025,824.00	75	75
<b>TOTAL SALARIES</b>	<b>318,991.25</b>	<b>3,030,313.00</b>	<b>4,025,824.00</b>	<b>75</b>	<b>75</b>
OVERHEAD					
AGENCY OVERHEAD	55,402.95	281,718.92	436,262.00	65	75
<b>TOTAL OVERHEAD</b>	<b>55,402.95</b>	<b>281,718.92</b>	<b>436,262.00</b>	<b>65</b>	<b>75</b>
CAPITAL EQUIPMENT					
CAPITAL EQUIPMENT OVER \$5,000	0.00	10,483.06	11,351.00	92	75
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>0.00</b>	<b>10,483.06</b>	<b>11,351.00</b>	<b>92</b>	<b>75</b>

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
FUND 11 PUBLIC HEALTH					
SALARIES					
SALARIES & BENEFITS	277,635.20	2,707,185.87	3,535,263.00	77	75
<b>TOTAL SALARIES</b>	<b>277,635.20</b>	<b>2,707,185.87</b>	<b>3,535,263.00</b>	<b>77</b>	<b>75</b>
OVERHEAD					
AGENCY OVERHEAD	70,190.64	259,129.83	490,918.00	53	75
<b>TOTAL OVERHEAD</b>	<b>70,190.64</b>	<b>259,129.83</b>	<b>490,918.00</b>	<b>53</b>	<b>75</b>
CAPITAL EQUIPMENT					
CAPITAL EQUIPMENT OVER \$5,000	0.00	2,781.21	0.00	0	75
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>0.00</b>	<b>2,781.21</b>	<b>0.00</b>	<b>0</b>	<b>75</b>

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
FUND 11 HEALTH & HUMAN SERVICE FUND					
SALARIES					
SALARIES & BENEFITS	897,462.96	8,642,533.90	11,386,685.00	76	75
<b>TOTAL SALARIES</b>	<b>897,462.96</b>	<b>8,642,533.90</b>	<b>11,386,685.00</b>	<b>76</b>	<b>75</b>
OVERHEAD					
AGENCY OVERHEAD	189,910.54	867,040.57	1,513,507.00	57	75
<b>TOTAL OVERHEAD</b>	<b>189,910.54</b>	<b>867,040.57</b>	<b>1,513,507.00</b>	<b>57</b>	<b>75</b>
CAPITAL EQUIPMENT					
CAPITAL EQUIPMENT OVER \$5,000	0.00	21,393.99	23,166.00	92	75
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>0.00</b>	<b>21,393.99</b>	<b>23,166.00</b>	<b>92</b>	<b>75</b>

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
FINAL TOTALS	1,087,373.50	9,530,968.46	12,923,358.00	74	75

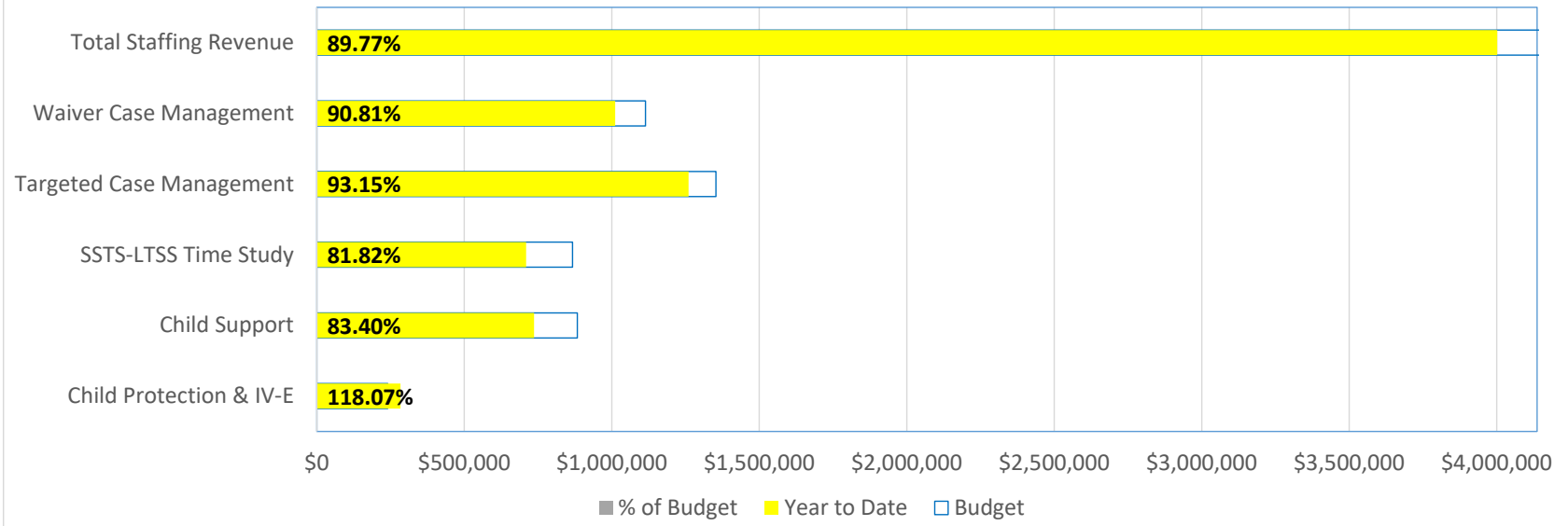
## STATEMENT OF REVENUES AND EXPENDITURES

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2023 Budget	% OF BUDG	% OF YEAR
HHS Staffing Revenues					
11-420-640-0000-5289 CS ST MA Incentive	1,932.56-	23,008.35-	20,000.00-	115	75
11-420-640-0000-5290 CS ST Incentives	0.00	10,632.00-	20,000.00-	53	75
11-420-640-0000-5355 CS Fed Admin	43,100.00-	611,924.00-	725,000.00-	84	75
11-420-640-0000-5356 CS Fed Incentive	0.00	75,170.00-	100,000.00-	75	75
11-420-640-0000-5379 CS Fed MA Incentive	1,241.21-	15,673.66-	18,000.00-	87	75
11-430-700-0000-5292 State LTSS	0.00	235,952.00-	307,125.00-	77	75
11-430-700-0000-5383 Fed LTSS	0.00	288,099.00-	375,000.00-	77	75
11-430-700-3810-5380 Fed MA SSTS	0.00	107,623.00-	135,000.00-	80	75
11-430-710-0000-5289 Child Protection	0.00	158,263.00-	158,263.00-	100	75
11-430-710-3810-5366 FC IV-E	0.00	109,495.00-	80,000.00-	137	75
11-430-710-3810-5367 IV-E SSTS	0.00	77,792.00-	50,000.00-	156	75
11-430-710-3930-5381 CW-TCM	0.00	424,181.10-	500,000.00-	85	75
11-430-730-3050-5380 Rule 25 SSTS	0.00	0.00	0.00	0	75
11-430-740-3830-5366 IV-E Rule 5	0.00	15,923.00-	2,000.00-	796	75
11-430-740-3910-5240 St Adult MH-TCM	0.00	1,707.00-	3,000.00-	57	75
11-430-740-3910-5381 MA Adult MH-TCM	17,334.43-	142,245.81-	175,000.00-	81	75
11-430-740-3910-5401 SCHA Adult MH-TCM	28,341.85-	607,970.21-	550,000.00-	111	75
11-430-740-3930-5401 SCHA Pathways	581.52-	53,693.68-	60,000.00-	89	75
11-430-760-3930-5381 Adult VA/DD-TCM	2,628.87-	30,557.69-	65,000.00-	47	75
11-463-463-0000-5290 St AC Waiver	2,770.00-	22,909.07-	11,000.00-	208	75
11-463-463-0000-5292 St MA CM Waivers	34,362.04-	264,760.69-	275,000.00-	96	75
11-463-463-0000-5382 Fed MA CM Waivers	34,311.08-	264,500.48-	275,000.00-	96	75
11-463-463-0000-5402 SCHA Waivers	32,166.80-	289,621.62-	325,000.00-	89	75
11-463-463-0000-5429 SCHA Care Coord	1,847.93-	118,419.67-	135,000.00-	88	75
11-463-463-0000-5859 SCHA/CCC	0.00	51,385.26-	93,000.00-	55	75
<b>TOTAL HHS Staffing Revenues</b>	<b>200,618.29-</b>	<b>4,001,507.29-</b>	<b>4,457,388.00-</b>	<b>90</b>	<b>75</b>

Chart of Account		Budget	Year To Date	
11-420-640-0000-5289	CS ST MA Incentive	\$20,000	\$23,008	115.04%
11-420-640-0000-5290	CS ST Incentive	\$20,000	\$10,632	53.16%
11-420-640-0000-5355	CS Fed Admin	\$725,000	\$611,924	84.40%
11-420-640-0000-5356	CS Fed Incentive	\$100,000	\$75,170	75.17%
11-420-640-0000-5379	CS Fed MA Incentive	\$18,000	\$15,674	87.08%
11-430-700-0000-5292	State LTSS	\$307,125	\$235,952	76.83%
11-430-700-0000-5383	Fed LTSS	\$375,000	\$288,099	76.83%
11-430-700-3810-5380	Fed MA SSTS	\$135,000	\$107,623	79.72%
11-430-710-0000-5289	Child Protection	\$158,263	\$158,263	100.00%
11-430-710-3810-5366	FC IV-E	\$80,000	\$109,495	136.87%
11-430-710-3810-5367	IV-E SSTS	\$50,000	\$77,792	155.58%
11-430-710-3930-5381	CW-TCM	\$500,000	\$424,181	84.84%
11-430-730-3050-5380	Rule 25 SSTS	\$0	\$0	0%
11-430-740-3830-5366	IV-E Rule 5	\$2,000	\$15,923	796.15%
11-430-740-3910-5240	St Adult MH-TCM	\$3,000	\$1,707	56.90%
11-430-740-3910-5381	MA Adult MH-TCM	\$175,000	\$142,246	81.28%
11-430-740-3910-5401	SCHA Adult MH-TCM	\$550,000	\$607,970	110.54%
11-430-740-3930-5401	SCHA Pathways	\$60,000	\$53,694	89.49%
11-430-760-3930-5381	Adult VA/DD-TCM	\$65,000	\$30,558	47.01%
11-463-463-0000-5290	St AC Waiver	\$11,000	\$22,909	208.26%
11-463-463-0000-5292	St MA CM Waiver	\$275,000	\$264,761	96.28%
11-463-463-0000-5382	Fed MA CM Waivers	\$275,000	\$264,500	96.18%
11-463-463-0000-5402	SCHA Waivers	\$325,000	\$289,622	89.11%
11-463-463-0000-5429	SCHA Care Coord	\$135,000	\$118,420	87.72%
11-463-463-0000-5859	SCHA/CCC Reimbursement	\$93,000	\$51,385	55.25%
		\$4,457,388	\$4,001,508	89.77%

Staffing Revenue Source	Budget	Year to Date	% of Budget
Child Protection & IV-E	\$240,263	\$283,681	118.07%
Child Support	\$883,000	\$736,408	83.40%
SSTS-LTSS Time Study	\$867,125	\$709,466	81.82%
Targeted Case Management	\$1,353,000	\$1,260,356	93.15%
Waiver Case Management	\$1,114,000	\$1,011,597	90.81%
Total Staffing Revenue	\$4,457,388	\$4,001,508	89.77%

HHS Staffing Revenue Q3/2023  
75% of Year





**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES (GCHHS)**



**Monthly Update  
Child Protection Assessments/Investigations**

<b>Month</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>January</b>	20	16	16
<b>February</b>	17	16	13
<b>March</b>	15	20	18
<b>April</b>	24	19	15
<b>May</b>	26	20	20
<b>June</b>	22	18	17
<b>July</b>	19	16	10
<b>August</b>	17	13	20
<b>September</b>	17	29	13
<b>October</b>	12	23	17
<b>November</b>	33	14	
<b>December</b>	23	8	
<b>Total</b>	<b>245</b>	<b>212</b>	<b>159</b>

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Goodhue County  
**Health and Human Services**

426 West Avenue  
Red Wing, MN 55066  
(651) 385-3200 • Fax (651) 267-4882

**TO:** Goodhue County Health and Human Services Board  
**FROM:** Nina Arneson, GCHHS Director  
**DATE:** November 21, 2023  
**RE:** 2023 November Staffing Report

Effective Date	Status	Name	Position	Notes
10/30/2023	Backfill	Candace Hoyer	Office Support Specialist	Replace Dominique Wright
11/14/2023	Backfill	Joshua Smith	Public Health Educator	Replace Maggie Cichosz
11/27/2023	Backfill	Lisa Kelly	Eligibility Worker	Replace Jamie Arntson

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